IT Plan – Agency Submitted

101 OFFICE OF THE GOVERNOR

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Agency IT Plan Contact Data
Eileen Wehri
701-328-2200

Review of Agency's IT Architecture
The North Dakota Governor's Office is responsible for preparing and presenting the biennial budget for all of
state government. The Governor's Office provides direction to the agencies on the appropriate financial path to be taken in the upcoming biennium.

Currently under the direction of the Governor's Office are 16 cabinet agencies. They include: Office of
Management and Budget, North Dakota National Guard, Labor Department, Department of Commerce, Job
Service North Dakota, Information Technology Department, Game and Fish Department, North Dakota Highway
Patrol, Department of Corrections and Rehabilitation, Indian Affairs Commission, Department of Transportation,
Department of Human Services, Parks and Recreation Department, Department of Financial Institutions, Health
Department, and the Securities Commission.

The Governor is also responsible for making appointments to 124 state Boards and Commissions. The Governor
(or an appointee) chairs: State Industrial Commission, Indian Affairs Commission, State Water Commission,
Children's Services Coordinating Committee, Capitol Grounds Planning Commission, Yellowstone/Missouri Ft.
Union Commission, State Investment Board, Centennial Trees Program Advisory Committee, and the ADA
Consortium.

The Governor's Office handles concerns from constituents on a broad range of issues related to agencies, boards
and commissions under the Governor's direction, as well as other state agencies.

Overall, the Governor's Office maintains the efficiency of the office through the use of technology.

Planned Infrastructure Activities and Changes
Maintain efficiency of the Governor's office through technology.

Provide electronic communication with constituents and citizens within and
outside the state. The web site will contain updated information on Governor's appointments to
Boards and Commissions; press releases and speeches made by the Governor; and an e-mail address for
individuals to contact the office. The Governor's Office also provides live audio feeds of the Governor's press
conferences over the internet for the media. The conference recordings are archived and made available to the
general public.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

The increase of $12,800 in the IT6010 - IT Data Processing object is due to increased usage of ITD services and increased and changed data processing rates. The increase of $16,118 in the IT5510 - IT Equipment Under $5000 object is due to 19 of 20 PCs in the Governor's office being four years old as of June, 2009.

2. Total number of desktop computers: 9
   Number of desktops for which you are requesting replacement funding: 8
   Average replacement cost/desktop: 1,311

3. Total number of laptop computers: 11
   Number of laptops for which you are requesting replacement funding: 11
   Average replacement cost/laptop: 1,594

What state planning region are these desktop/laptop computers located?

Region 1		**2**		**3**		**4**		**5**		**6**		**7**		**8**	
0		0		0		0		0		0		20		0	

4. What percentage of these pcs are running the following operating systems:
            (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan

Upgrade and maintain computer network and telephone systems through the Information Technology Department to facilitate ongoing and future operational requirements.

Maintain efficiency of the office through technology.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$2,500	$2,500	$0	$2,500	$2,500
IT5510	IT EQUIPMENT UNDER $5000	$13,890	$30,000	$0	$30,000	$13,882
IT6010	IT DATA PROCESSING	$55,000	$55,000	$0	$55,000	$62,000
IT6020	IT COMMUNICATIONS	$41,500	$41,500	$0	$41,500	$46,000
	Total Budget:	**$112,890**	**$129,000**	**$0**	**$129,000**	**$124,382**
001	STATE GENERAL FUND	$112,890	$129,000	$0	$129,000	$124,382
	Total Funding:	**$112,890**	**$129,000**	**$0**	**$129,000**	**$124,382**

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Agency IT Plan Contact Data

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Review of Agency's IT Architecture

All SOS applications will be JAVA, Websphere, or .net solutions and they all will be hosted on servers in the state data center. Enhancements to these applications will be supervised by agency and ITD staff members and completed according to ND EA Standards.

Elections

The Help America Vote Act of 2002 changed the face of elections forever and fortunately provided some of the funding necessary to make those changes. Since the passage of that federal act, we have implemented the use of the same voting technology in every polling location in the state. Each polling location has optical scan reader to read the voter darkened ovals on the ballots and record them as votes for the selected candidates. Each polling location also has a voter assist terminal available to anyone who desires or needs the assistance it can provide by marking the ovals on the ballot. Through the use of a touch screen, audio files, two-switch paddles, sip and puff, and other assistive technology, the voter is given a choice to use the machine in the way that best fits their needs.

We use Election Systems and Software for the above. All of our purchases were made with federal funds and now we are in the midst of keeping those machines and the connected software up-to-date and maintained.

Election reporting software has been installed in all 53 counties to aggregate the votes from the new voting machines. We have also built and utilized a new Election Management System (EMS) here at the state to aggregate and display on the web all of the vote totals from the counties. This EMS is also used to track and report campaign finance reporting in the state.

The EMS was built by ITD using JAVA and Oracle. We are currently in a maintenance mode with this software that is hosted in the state data center.

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We have just implemented a new Election Administration System across the state which contains applications for the Central Voter File, petition review, voter precinct finder, polling place details, poll worker tracking, voting statistics reports, and early and absentee voting administration.

PowerProfile is the name of the software we purchased from Election Systems and Software. The software, which uses Oracle for the database, is hosted in the state data center and managed cooperatively by ITD and ES&S.

Business Services, Central Indexing, Administration, and Licensing
With the passage of each biennium, nearly every category of customer interaction with the Secretary of State's office increases significantly, however the number of FTEs appropriated to work with this increased customer interaction has remained the same. Current software applications do not afford our staff team members to keep pace with the increased workload, which has necessitated the authorization of a greater number of overtime hours to compete the work we do for the people of North Dakota.

As our state's economy builds, the workload for the people running the businesses of the state increases as well. The result of this is that businesses need to focus on their customers during normal business hours and interface with state agencies whenever they have the time.

Our technology goals and objectives are geared to address both of these situations. Our business registration, information, central indexing, administration and licensing units are being moved to a software application currently under development that will accomplish the following:

1. Provide a wide variety of online services to our customers. The customers of the Secretary of State's office will be able to interact with the agency whenever the time is right for their schedule and they have an internet connection. This means that the services of our office will be open 24 hours per day, 365 days per year. No longer will it be necessary to call our office between 8 and 5 to accomplish the business they are required to complete with us. No longer will the customer need to depend on obtaining an open phone line to one of our busy staff members to accomplish their business with our office. Customers will still be able to call our office if they desire, but online services should allow customers quicker connection to our staff members because the call volume will decrease.

2. Add a business to business option from the agency. Many businesses depend on the information we maintain. Currently these businesses must contact our office to receive the information they wish to purchase. Our new software will allow these customers to request, pay for, and receive their desired information without the specific need to interact with a staff member in our office.

3. Grant confidence to customers that they have completed their required interaction with our office. The online services of the new software have intuitive logic to assist the customer toward a complete interaction with the agency. For example, a contractor needs to obtain their license from our office. In many cases those same contractors have a business registration requirement with our office as well. To work as a contractor in the state, the law in most cases says they must have both a license and a business registration. The new software will help this customer make a full and complete filing with the state through the questions the system will ask of the customer.

4. Reduce the amount of paper filed with our office. The online services will allow customers to file their required documents and pay their fees electronically. This is an economical time saver to the customer and to state government because it eliminates the need to physically handle the document and payment on both sides of the process.

5. Reduce the physical handling of paper filings by the various division of the agency. One of the first steps utilized to process the documents and payments sent by the customer to our office is to scan them into the system. Once scanned the necessary work of completing the filing can be handled by several agency staff members at the same time. Accounting can process the payment while the information unit is gleaning the necessary information for the database and preparing any return communication to the customer. Presently this is a one step at a time process - open the mail, deliver to accounting, deliver to the information unit, glean the information, and prepare correspondence.

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6. Allow cross training of agency staff members. The new software will have a similar look and feel for the work that is completed within all of our divisions. This means that staff members can be easily trained to assist another division as the current workload demands.

7. E-Gov entry portal. The new software will be the first step in our efforts to provide a Business Development Engine that will allow business owners to interact with as much of state government as possible with a single point of entry.

We are nearly to the development phase of this software purchased from CC Intelligent Solutions and the project calls for complete implementation shortly after the start of the next biennium. The system is being built in .net and has been given a complete review by the software architects of ITD.

Planned Infrastructure Activities and Changes
Regular updates will need to be made to the SOS website. We would like to access a good web content managment software, but we are waiting for ITD's recommendation and lead in this area.

All office computers are on a 4-year replacement cycle with half to be replaced each biennium.

Due to the need for greater mobility of our staff, laptops will be purchased for more of the staff as desktop computers are replaced. This means that the number of VPN accounts will grow. We expect nearly half of our staff to utilize mobile options for computer needs.

Of the nearly $8,000,000 we have in our federal election fund, we are seeking an expenditure appropriation of $500,000 for the license, maintenance, and hosting of the Election Administration System.

Part of our budget request for IT Infrastruction allows for $100,000 to evaluate the benefits of either replacing or enhancing the Election Management System. We would like our software to include election project management that would lead the user, whether a county or state user, through all the steps of election preparation and completion. This would also include a campaign finance module that would allow for online filing of campaign finance reports. The money budgeted would be used for project management during the research through the point of writing an RFP if necessary. It would also be used to contract with industry consultants who could guide us through the research. This money should be allocated from the General Fund so that we can show the US Election Assistance Commission that we are more than maintaining our state's funding for elections and because it has been determined that our federal funds in the Federal Election Fund cannot be used for campaign finance tracking purposes.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 21
   Number of desktops for which you are requesting replacement funding: 6
   Average replacement cost/desktop: 800

3. Total number of laptop computers: 8
   Number of laptops for which you are requesting replacement funding: 9
   Average replacement cost/laptop: 1,900
What state planning region are these desktop/laptop computers located?
Region 1 0 **2** 0 **3** 0 **4** 0 **5** 0 **6** 0 **7** 29 **8** 0

4. What percentage of these pcs are running the following operating systems:
      (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	0 **%**
Windows XP	100 **%**
Other	0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan
All computers are on a 4-year replacement cycle with half of the computers replaced each biennium. We are waiting for ITD's recommendation for when to move to Vista for an operating system and we will need to know this prior to the end of the 2007 - 2009 biennium since we are scheduled to replace half at the end of this biennium and half at the beginning of the 2009 - 2011 biennium.

All of our servers and software will have built in built in replacement and upgrade solutions included in the licensing and maintenance agreements with the vendor or ITD.

PC MODEL   O. S.   RECEIVED WARRANTY S/N MONITOR   RECEIVED   SOFTWARE

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HP Compaq Notebook NC8230	Win XP	6/6/2005 4/24/2008	3 years Renew 1 yr	CN3170C236	6/14/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Bars, Oracle,
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU03200784	6/6/2005	MS Office Professional 2003, Client Access, Spy Sweeper, Symantec AntiVirus, Adobe, Attachmate, FileNet, Teleform Reader Verifier Scan Station
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU14705437	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU03100802	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,
HP Compaq 8510 Notebook	Win XP	2/15/2008	3 years		6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Performance Now, Solid PDF
HP DC7100 800MHZ	Win XP	6/6/2005	3 years			
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU03201189	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,

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HP NC 8230 Notebook	Win XP	1/30/2007	3 years	A07004910388	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Bars, Oracle, Performance Now, Cystal Reports, Solid PDF, Election Management
HP DC7100 800MHZ	Win XP	6/6/2005	3 years		6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Solid PDF, Front Page,
HP NC 8430 Notebook T7400 Processor	Win XP	8/2/2007	3 years		6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Cystal Reports, Solid PDF
HP DC7100 800MHZ	Win XP	12/6/2004	3 years			
HP DC7100 800MHZ	Win XP	6/6/2005	3 years		6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Boxing, Form Flow 99, Liquid Office, Oracle, Cystal Reports, Solid PDF
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years		6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,

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HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU03200352	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU03200334	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU03200339	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,
HP NC 8430 Notebook T7400 Processor	Win XP	8/2/2007	3 years	CN3170C611	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Cystal Reports, Solid PDF
IBM TC M50 Intel Pentium 4 3.6	Win XP	9/29/2004	3 years			
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU03200346	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU03200351	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,

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IBM TC M50 Intel Pentium 4 3.0	Win XP	8/8/2004	3 years	GU03200782	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Form Flow 99, Liquid Office, Oracle, Cystal Reports, Solid PDF
HP CD 7700	Win XP	7/5/2007	3 years	GU03200782	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Form Flow 99, Liquid Office, Oracle, Cystal Reports, Solid PDF
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU10100789	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU03200787	6/6/2005	MS Office Professional 2003, Client Access, Spy Sweeper, Symantec AntiVirus, Adobe, Attachmate, FileNet, Teleform Reader Verifier Scan Station
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	CN3170C248	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,

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HP Compaq Notebook NC8230	Win XP	6/6/2005 4/24/2008	3 years Renew 1 yr		6/14/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Bars, Oracle, Performance Now, Cystal Reports, Solid PDF, Election Management
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	GU10300128	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years		6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe,
HP DC7100 800MHZ	Win XP	8/1/2005	3 years	GU03200152	6/6/2005	MS Office Professional 2003, Client Access, Spy Sweeper, Symantec AntiVirus, Adobe, Attachmate, FileNet, Teleform Reader Verifier Scan Station
HP DC7100 800MHZ	Win XP	6/6/2005	3 years	A07011010898	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Performance Now, Attachmate, FileNet, Teleform Reader Verifier Scan Station, Solid PDF

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HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years	A07004410122	6/6/2005	MS Office Professional 2003, Client Access, Image Plus, Spy Sweeper, Symantec AntiVirus, Adobe, Official Acts, Oath of Office,
Palm m105 handheld		*1/29/2002*		A07004410111	2/27/2001	
InFocus IN37		*4/4/2008*				
LP340B DLP 1300 Lumens		9/1/2000				
Dell Latitude D400 1.40 GHz PM	Win 2000	9/29/2003	3 years	CN3170C236	3/15/2001	A,D,N
Dell Latitude D400 1.40 GHz PM 214-9270	Win 2000	9/29/2003	3 years		3/15/2001	
IBM PC300 GL PII 400MHZ	Win 2000	8/1/1999		GU03100801	2/27/2001	
		10/23/2001				
HP Color LaserJet 4700 dtn		10/4/2006				
HP CD Writer 8220E		1/23/2002				
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years			
FI 4120C2		6/30/2005				
HP DC5000 M P3 800 MHZ	Win XP	6/6/2005	3 years			
FI 4120C2		4/6/2005				
77 486DX2 Gateway	Win 95					

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DWC765 Workcentere Pro	1/24/2006	
Fel Shredder 420	4/4/2006	
	1/2/2007	
Hewlett Packard Laserjet 4000/4050	1/1/2001	
HP 8150N #C466A Printer	5/1/2001	
Kyocera 1815 Copy machine	10/28/2004	
Sony DVD201	10/28/2004	
HP Laserjet 4250/4350	3/4/2005	
HP LaserJet 4250tn	6/9/2005	
Xerox Fax 2121	4/4/2008	3 years
IBM Wheel Writer 30 Typewriter	2/1/1989	
HP LaserJet 4 Plus	12/1/1995	
HP LaserJet 5SI Laser Printer	3/1/1997	
Lexmark 43J2600 Printer	12/1/1998	
480/S Humidifier	10/1/1999	
Canon 2016I Imagerunner Copier	9/30/2007	
Canon 2020I Imagerunner Copier	9/30/2007	
Canon 2022I Imagerunner Copier	4/21/2008	
Dueal-Sided Photo ID printer	6/13/2007	
Xerox 2218 Fax Machine	8/1/2007	

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Kyocera 6030 Copier   6/11/2007

HP LaserJet 4000   1/1/2001

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IT5310	IT SOFTWARE AND SUPPLIES	$5,500	$305,500	$1,500	$307,000	$308,000
IT5510	IT EQUIPMENT UNDER $5000	$22,000	$22,000	$4,000	$26,000	$30,000
IT6010	IT DATA PROCESSING	$3,461,906	$1,581,675	$196,975	$1,778,650	$2,744,000
IT6020	IT COMMUNICATIONS	$54,000	$53,000	$28,600	$81,600	$55,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,040,871	$142,500	$743,500	$886,000	$1,114,000
	Total Budget:	**$4,584,277**	**$2,104,675**	**$974,575**	**$3,079,250**	**$4,251,000**
001	STATE GENERAL FUND	$2,428,828	$1,604,675	$974,575	$2,579,250	$3,751,000
G189	TITLE II FED ELECTION FUNDS	$2,155,449	$500,000	$0	$500,000	$500,000
	Total Funding:	**$4,584,277**	**$2,104,675**	**$974,575**	**$3,079,250**	**$4,251,000**

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Project: INF-001 North Dakota Business Development Engine

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Agency Priority - 1   **Project Type:** New initiative

Project description

The Business Development Engine (BDE) is an automated online system that provides a streamlined environment enabling new and existing businesses easier interaction with North Dakota State Agencies. The engine also provides prospective businesses with greater researching functionality resulting in additional opportunities for growth and expansion while moving North Dakota to an ever-stronger economy. The SOS office will manage the project funding along with an interagency governance structure.

North Dakota Business Development Engine Executive Summary

The Business Development Engine is an automated online system that provides a streamlined environment enabling new and existing businesses easier interaction with North Dakota State Agencies. In so doing, new businesses can become operational much quicker and existing businesses can do their reporting of information much more efficiently. The engine also provides prospective businesses with greater researching functionality resulting in additional opportunities for growth and expansion while moving North Dakota to an ever-stronger economy.

The Business Development Engine is the next evolutionary step for businesses to interact with government. This is a natural progression from businesses interacting with government using paper or agency specific online forms to an online "One-Stop Streamlined Environment", allowing businesses to electronically interact with over 15 agencies 24 hours a day every day through a single common interface.

Business Development Engine Components

New Business Registration
Existing Business Maintenance and Reporting
Public Inquiry
Government to Government Interfaces

Primary Benefits to Business Development

Single point of contact with State Government will reduce agency interfaces from over 15 agencies to 1 resulting in significant time savings for the business
Expedites creation of new business resulting in faster achievement of earned income for the business
Improve business compliancy which minimizes penalties incurred by businesses and confirms that all requirements have been satisfied and fulfilled
Promotes a good working relationship between business and state government.
Access to information of services and products available in North Dakota
Allows an entrepreneur to confidentially research potential markets and determine feasibility of new business
Provides customer assurance that all businesses are being held to the same standards

Cost and Time Estimate

One-Time Cost: $3,000,000 over 27 months. This includes the analysis of business and agency requirements, system design and development, implementation of hardware and software, project management, and agency business application integrations.
The one-time cost to implement the engine provides years of savings to business and agencies at minimal annual maintenance costs. On-going annual maintenance is estimated to be $90,000 per year, covering hardware and software maintenance.

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Governance

A governance structure would be established similar to Criminal Justice Information Sharing (CJIS) or Geographic Information Systems (GIS) to set policy, strategic direction, and ensure the engine meets the needs of business and government agencies.

Supporting Agencies

The following agencies supported the study which resulted in this recommendation to implement the Business Development Engine:

Bank of North Dakota	Office of the Attorney General
Department of Commerce	Secretary of State
Department of Transportation	Tax Department
Information Technology Department	Workforce Safety and Insurance
Office of Management and Budget	

Briefly describe the business need or problem driving the proposed project.

The BDE is the next evolutionary step for businesses to interact with government. This is a natural progression from businesses interacting with government using paper or agency specific online forms to an online "One-Stop Streamlined Environment", allowing businesses to electronically interact with over 15 agencies 24 hours a day every day through a single common interface.

The Secretary of State's office and ITD developed an effective PowerPoint that does a good job showing the "spider web" of connections that North Dakota businesses have with state government. That PowerPoint could not be attached within BARS, but it can certainly be made available to any who would like to see the tremendous need in the form of a picture representation.

Describe how the project is consistent with the organizations mission.

The BDE will help state government to better serve the people, it will help state agencies complete the duties assigned to them by the Constitution and Century Code in an ever growing economy, it will help state government to properly collect and preserve the records of the state, and it will showcase the reality that in North Dakota, government is taking giant strides forward to excellence in operating for the people.

Describe the anticipated benefits of the project and who will derive the benefits.

Single point of contact with state government - significant time savings for the business / Expedites new business creation - faster achievement of earned income for the business /Improve business compliancy - confirms all business requirements have been satisfied and fulfilled / Promotes positive working relationship between business and government / Better access to information for feasibility studies

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Describe the impact of not implementing the project.

Business and state government needs this tool now. Waiting will only make the costs grow and we will continue to make it cumbersome for the business world to stay in compliance with state government. The longer we wait on this, the more we will all lose on the tremendous business intelligence that could be produced from simply connecting the data gathered by the agencies connecting with the businesses of the state.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

No state has taken this type of project to the level proposed. This would mean that we are traveling new territory. This risk is mitigated, however, since we've done this type of project with CJIS and the Master Client Index is currently under construction. We will learn the lessons from these two projects, which will help us to move to completion at a faster pace. Legislation will need to be reviewed to allow full benefit of this tool, but "pro business" legislation receives great support.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs - $0

Total Project Cost? -   **$3,000,000**

Tot Proj Costs + Optionals -   **$3,000,000**

What additional expenditures are being paid out of non-appropriated funds?

None

Explanation of Financial Impact.

ITD estimates that the BDE will require $90,000 per year or $180,000 per biennium to cover hardware and software maintenance. This will be a direct cost for the state each biennium, but the more online services the state can provide to its customers and the more connections that can be made between agencies maintaining data on these same customers, the more efficient state government will become. In future years, agencies will either be able to reduce the number of staff currently necessary to handle all paper filings or they will be able to give new duties to those same employees rather than requesting additional staff.

We placed $0.00 in this field under funding and expenditures simply because it is impossible for us to know how much of a return on investment will be realized from state agencies.

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$3,400,698	$3,400,698	$190,000
	Total Budget:	**$0**	**$0**	**$3,400,698**	**$3,400,698**	**$190,000**
001	STATE GENERAL FUND	$0	$0	$3,400,698	$3,400,698	$190,000
	Total Funding:	**$0**	**$0**	**$3,400,698**	**$3,400,698**	**$190,000**

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Agency Priority - 2   **Project Type:** New initiative

Project description

A new tool has been developed allowing poll books containing the names of voters who have voted in a precinct previously to move from a paper record to an electronic record. Using our Help America Vote Act money, we will purchase these devices for the counties wanting to use them and the counties will have five years to pay that money back to the state's election fund.

Briefly describe the business need or problem driving the proposed project.

Buying this product cooperatively gives every county desiring to use them the best price offered to the state.

Describe how the project is consistent with the organizations mission.

We administer elections for the state and this device will improve the election process.

Describe the anticipated benefits of the project and who will derive the benefits.

The benefits will go directly to the voters and to the county auditors administering the election. To the voter because it will speed up the process of finding the voter's name in the poll book and get them on to voting quicker. To the county because as new voters arrive to vote, they are entered directly into the system rather than writing them down by hand and later needing to have another person read the handwriting of the poll worker while they enter the name and contact information.

Describe the impact of not implementing the project.

The counties that want these devices are the large population counties and they will continue to have long lines at the polls on election day without them.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

A county could decide not to pay back the election fund, but since that money belongs to every election official for the improvement of elections, I'm sure that any deliquent county would be held to task by all the others.

Describe the additional costs?

None

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs -

Total Project Cost? -   **$4,500,000**

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Tot Proj Costs + Optionals -   **$4,500,000**

What additional expenditures are being paid out of non-appropriated funds?
N/A

Explanation of Financial Impact.
There will be an initial outlay of money for the state, but the counties will be returning that over a five-year period. The only thing we will be missing is in possible interest earned.

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IT6930	IT EQUIPMENT OVER $5000	$0	$4,500,000	$0	$4,500,000	$0
	Total Budget:	**$0**	**$4,500,000**	**$0**	**$4,500,000**	**$0**
G189	TITLE II FED ELECTION FUNDS	$0	$4,500,000	$0	$4,500,000	$0
	Total Funding:	**$0**	**$4,500,000**	**$0**	**$4,500,000**	**$0**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
OMB's IT systems are many and varied. The most comprehensive system is the PeopleSoft (PS) applications; Finance, Human Capital Management and Portal. These applications provide accounting, payroll, procurement (including a vendor database) and human resource services to state agencies. These applications use the PS PeopleTools language, Microsoft (MS) SQL databases and the MS Windows 2003 Server operating system. ITD provides programming and hosting services for the PeopleSoft applications. One of the two IT FTEs in OMB spends 35% of their time submitting Work Management System (WMS) service requests, changing user preferences in PeopleSoft and ensuring background check clearances have been obtained.
The Budget and Reporting System (BARS) provides the state, including the university system, with the ability to obtain consistent agency budget requests, document analysis changes and track legislative modifications. BARS uses the Sybase Powerbuilder language, Oracle databases, and the MS Windows 2003 Server operating system. Affinity Global Solutions, www.affinitygs.com, developed and maintains the BARS application. One of the two IT FTEs in OMB spends 10% of their time submitting WMS Database Changes service requests.
The capitol campus uses t.a.c. Andover Controls Continuum CyberStation building automation software to control heating, cooling, ventilation and lighting. CyberStation requires MS SQL databases and a MS Windows Server operating system.
Facility Management uses MicroMain's XM maintenance work order system to allow agencies to request services such as cleaning, painting, repairing, etc. electronically. MicroMain uses MS .Net language, MS SQL databases and the MS Windows 2003 Server operating system.
Central printing operations use Xerox equipment and software. Xerox FreeFlow Output Manager 6.0 requires MS Windows Server 2003. Xerox FreeFlow Makeready 6.0 requires MS Windows XP Professional (32-bit) SP2.
MB7 is the application used to track, distribute and sell federal and state surplus property. CS1 is the application used to control the duplicating job processing. CS2 is the application used to control the supply inventory activities. MB7, CS1 and CS2 were all developed using Natural and COBOL and use Adabas databases. MB7 and CS2 use the Linux SUSE distribution named DELA as the platform for their application and database.   CS1 uses DELA for its database and IBM Z/OS (mainframe) for the application.
Risk Technologies Risk Vision provides the ability to analyze tort data for determining the financing of the Risk Management Fund. Risk Vision uses the ASP Classic language, Microsoft (MS) SQL databases and the MS Windows Server operating system.
Strohl provides the Living Disaster Recovery and Planning System (LDRPS), Business Impact Analysis (BIA) and NotiFind; the business continuity software. LDRPS, BIA and NotiFind use Microsoft (MS) SQL databases and the MS Windows Server operating system. LDRPS uses the MS VB 6.0 language. BIA uses MS VB .NET. NotiFind uses C#.
OMB and division websites are maintained by each division and hosted by ITD. The OMB Administration website, www.nd.gov/omb, provides access to and information about the administrative functions of North Dakota. The Fiscal Management Division website, www.nd.gov/fiscal, provides access to budget, accounting, payroll and financial reporting activities and policies. The Facility Management Division, www.nd.gov/fac, provides information about the Central Mailing Bureau, tours, meeting rooms, lunchroom menus, employment opportunities, and the Capitol Complex Master Plan, history, buildings and walking routes. Policies and lease forms for state agencies are also provided.
The Central Services website, www.nd.gov/csd, provides access to Central Duplicating, Central Supply, the State Procurement Office, and State Surplus Property. Central Duplicating, www.nd.gov/duplicating, provides information about submitting electronic files for print jobs to the Xerox system and State Employee ID cards. Other services include mailing, laminating, CD/DVD burning, VHS to DVD conversion, document shredding, media destruction and delivery. Forms are available for printing and ordering a

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Green Book. Central Supply, www.nd.gov/supply, provides a supply catalog and instructions for ordering supplies online. A requisition and a calendar order form are also available.

The State Procurement Office, www.nd.gov/spo, provides a center for state agencies, web-based vendor registration and bid management services. Laws, rules and guidelines and training and reference materials are also provided. State Surplus Property, www.nd.gov/surplus, provides information about shredding services and computer and Herman Miller furniture systems disposal. Property available, federal, state and political subdivision manuals and forms are also available.

The Human Resource Management Services (HRMS) website, www.nd.gov/hrms, provides information for job seekers, state employees and managers. Job seekers can browse vacancy announcement and view benefit information. State employees can view training offerings and information about mediation services. Managers have resources for recruiting and selecting employees, compensation, performance management and HRMS administrative rules.

The Risk Management Division, www.nd.gov/risk, provides a frequently asked question (FAQ) section, forms, publications, and the Risk Management manual. Information about the Accident Review Board, the Continuum of Government (COG), seminars, background checks, Risk Management Fund discounts, the litigation/destruction hold process and international travel assistance is also provided. Requests for a Certificate of Financial Responsibility can be submitted. Loss control services and sample policy documents are provided by Risk Management. Portals are provided to the Workers Compensation Program (RMWCP) and the Online Training Management System and Incident Reporting System.

Planned Infrastructure Activities and Changes

OMB's IT infrastructure hardware consists of personal computers, print devices and hand-held devices. Hardware is maintained by two Computer and Network Specialists. Each OMB division has a designated Lead IT Coordinator. ITD services are used in all divisions for AS/400, network (including telecommunications), shared file and print hosting, Oracle and SQL application hosting, PeopleSoft hosting and web hosting. The ConnectND statewide finance and human resources system has been completed. Ongoing maintenance and updates of the PeopleSoft system are part of the infrastructure budget. Implementation of future modules such as Workforce Development and Candidate Gateway will be implemented within allowable resources, as demand dictates.

Hardware and software purchase requests and ordering is done by a Computer and Network Specialist and each OMB Division director. Software is installed using a shared file location, an ITD FTP location or CDs. Software is maintained with the ITD WSUS infrastructure, automated updates from the software vendor or manually when needs arise. In conjunction with ITD, Altiris is beginning to be used as an image and software maintenance tool.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
To be determined.

2. Total number of desktop computers: 70
   Number of desktops for which you are requesting replacement funding: 35
   Average replacement cost/desktop: 1,311

3. Total number of laptop computers: 25
   Number of laptops for which you are requesting replacement funding: 13
   Average replacement cost/laptop: 1,315
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   95 **8**   0

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	2 %
Windows XP	93 %
Other	5 %

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan
OMB's IT hardware management plan, including printers and monitors, starts with a four year replacement cycle. The software plan starts with having the 'current version – 1' in operation for off-the-shelf software. Custom software developed by ITD is maintained over its useful life. Hardware and software is obtained through state contracts or state government licensing agreements. As hardware is replaced, the computing needs of OMB are reassessed prior to retirement and sending any assets to surplus property. Investments such as professional development and continuing education opportunities have been made in the two IT employees who maintain and support the remaining OMB IT infrastructure.

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IT5310	IT SOFTWARE AND SUPPLIES	$60,000	$70,797	$0	$70,797	$70,797
IT5510	IT EQUIPMENT UNDER $5000	$35,000	$92,550	$2,000	$94,550	$94,550
IT6010	IT DATA PROCESSING	$2,412,009	$2,112,306	$516,601	$2,628,907	$3,128,907
IT6020	IT COMMUNICATIONS	$20,000	$133,597	$2,000	$135,597	$135,597
IT6030	IT CONTRACT SERVICES & REPAIRS	$715,000	$474,999	$1,000,000	$1,474,999	$974,999
	Total Budget:	**$3,242,009**	**$2,884,249**	**$1,520,601**	**$4,404,850**	**$4,404,850**
001	STATE GENERAL FUND	$3,242,009	$2,884,249	$1,520,601	$4,404,850	$4,404,850
	Total Funding:	**$3,242,009**	**$2,884,249**	**$1,520,601**	**$4,404,850**	**$4,404,850**

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Agency Priority - 1   **Project Type:** Ongoing initiative

Project description
The project is a PeopleSoft finance and human resources Business Intelligence Reporting System (BIRS) that delivers operational and analytical reports. The project will continue implementation, configuration, support and end-user training. The project will have the ND Information Technology Department host and administer an integrated BIRS for PeopleSoft.

Briefly describe the business need or problem driving the proposed project.
At the conclusion of the ConnectND HCM and Fin PeopleSoft implementation end user reporting was very limited regarding accessing transactional data and the impact on the transactional system limits the reporting made available. The Office of Management and Budget and state agencies have provided reporting, technical and other additional business needs regarding accessing and presenting the PeopleSoft data.

Describe how the project is consistent with the organizations mission.
The current OMB mission is to provide a range of products and services resulting in a well run government that meets the needs of North Dakota citizens. The current Fiscal Management mission is to provide our customers with services and support for fiscal operations that result in timely and reliable financial data.
The successful completion of this project will result in more timely financial information. With the consistent and validated information, decision makers can be better informed.

Describe the anticipated benefits of the project and who will derive the benefits.
This project is to provide a business intelligence reporting environment for the PeopleSoft Finance and Human Resources information system, including a toolset, implementation/configuration, support services, and trained end-users. A benefit of the extract, transform and load (ETL) process is the cleansing of data into consistent information; one version of the truth.

Describe the impact of not implementing the project.
If this project is not implemented, the status quo will remain. Good government can become better government. By not implementing this project the transactional system perfomance will continue to deteriorate. Upon sucessful completion of this project, the current reporting environment will be eliminated. This project will provide the ability to expand the user base to front line program managers and provide information to the public.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
With any IT project, implementation and configuration are of utmost importance. Implementation risk can be mitigated by ensuring the appropriate hardware is in place to handle the analytical processing necessary to produce timely results. Configuration risk can be mitigated by ensuring IT and business staff have a thorough understanding of the ETL process.

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Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? - **$0**
Tot Proj Costs + Optionals - **$0**

What additional expenditures are being paid out of non-appropriated funds?
None.

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IT6010	IT DATA PROCESSING	$0	$500,000	$500,000	$1,000,000	$0
	Total Budget:	**$0**	**$500,000**	**$500,000**	**$1,000,000**	**$0**
001	STATE GENERAL FUND	$0	$500,000	$500,000	$1,000,000	$0
	Total Funding:	**$0**	**$500,000**	**$500,000**	**$1,000,000**	**$0**

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Agency IT Plan Contact Data

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Review of Agency's IT Architecture

The Information Technology Department's mission statement is:

"To provide leadership and knowledge to assist our customers in achieving their mission through the innovative use of information technology."

Division Roles and Activities

The following sections identify and explain the roles of each ITD division in supporting the department mission.

The Customer Service Division serves as ITD's Single Point of Contact and assists customers in resolving issues, connects customers with subject matter experts and works to simplify customer's business interactions with ITD.

The primary IT Architecture used in this division is centered around two products:

1 - ITSM (IT Service Management) from FrontRange - ITD uses the incident management module of this product to provide an enterprise solution to manage problems and incidents.

2 - WMS (Work Management System) - This is an in-house system based on Websphere and Oracle. ITD uses this system to allow customers to request services from ITD and assign work requests to appropriate staff.

The IT Policy and Planning Division has responsibility for technology planning and oversight duties assigned to ITD in NDCC 54.59 including reviewing and approving technology plans, establishing standards and guidelines, preparing the statewide technology plan, and approving technology acquisitions. The division coordinates, facilitates and improves information technology activities across the enterprise while building a collaborative environment with state agencies.

The primary IT Architecture used in this division is centered around two products:

1 - BARS from Affinity Global Solutions - ITD uses this client-server based Oracle application to allow agencies to develop their IT plans and tie them to their biennial budgets.

2 - Sharepoint - ITD used Sharepoint as the collaboration work space for Enterprise Architecture.

The Software Development Services Division develops and maintains computerized applications and provides related consulting services. Its responsibilities include design, development, and support of customized software applications that operate on a variety of computer platforms and database management systems. The staff is on-call to support production applications 24 hours per day. This division also has a staff of project managers available for assisting agencies on large IT projects.

The primary IT Architecture used in this division includes the following software languages and products:

1 - ITD development platforms support a wide variety of applications and include .Net (Microsoft Visual Studio), Java (IBM Web Developers Studio), Cobol, Cool:Gen,

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NATURAL, PowerBuilder, Crystal Reports, and ESRI ArcIMS (GIS applications). These applications can run on the following back-end databases - Oracle and SQL Server with legacy applications running on DB2, Adabas and VSAM files.

2 - ITD does web site development using HTML, PHP, Javascript, Homesite, PhotoShop, Dreamweaver and FrontPage.

3 - WMS (Work Management System) - This is an in-house system based on Websphere and Oracle. In addition to the uses noted earlier the Software Development Division uses this tool for project management purposes, to track time spent on projects and track progress on project issues. Some of the functionality will be migrating to Primavera.

4 - Primavera - ITD recently coordinated the deployment of Primavera as the enterprise project management tool to be used to manage large projects.

5 - FileNet Content Manager and Cardiff Teleform- This is the enterprise document repository and enterprise document imaging infrastructure coordinated out of the Software Development Section.

The Computer Services Division is responsible for central computer systems and their operations. The staff in this division oversees all architecture and system hardware to serve applications and world-wide-web based systems to state government agencies, political subdivisions and educational entities. Operations staff provide round-the-clock job processing and routine system procedures required during the non-business hours. The computer room is environmentally controlled and electrically protected by an uninterrupted power supply. All sections employ an on-call routine to provide twenty-four hour support for system availability.

The IT Architecture hosted by this division includes the following platforms and products:

1 - Operating environments for IBM S/390, IBM AS/400, Sun Solaris servers and the enterprise print systems.

2 - IBM disk and tape storage are managed with Tivoli Storage Manager for the storage area network.

3 - HP Intel platforms running Linux and Windows operating systems.

4 - Supported databases include Oracle, SQL Server, DB/2 and ADABAS

5 - E-mail services are provided using Microsoft Exchange and SMTP mail servers. Lotus Notes users are in the final stages of converting to Microsoft Exchange. The e-mail platform hosts ten-thousand e-mail accounts.

6 - Sitescope and Compuware are two of the major tools used by this division to monitor system uptime and performance

The Telecommunication Services Division maintains telephone systems and services, video services, network infrastructure, and help desk support. The division designs and maintains the state's wide area network for all government and education entities in the state.

The IT Architecture deployed by this division includes the following platforms and products:

1 - Core networking equipment is provided by Cisco.

2 - Edge point networking equipment is provided by Cisco and Extreme Technologies.

3 - VPN networking equipment is provided by Juniper and Cisco.

4 - Wireless deployments are based on technology from Aruba.

5 - Dakota Carrier Network has the current contract for most of the STAGEnet backbone with Sprint providing the Internet access.

6 - Metro area networks are provided in selected cities from various vendors.

7 - Voice technologies are provided by Nortel Networks.

8 - This division uses the NRC (Network Resource Center) an in-house system based on Websphere and Oracle. ITD uses this system to monitor network resources around the state.

The Administrative Services Division handles fiscal administration, network and host security, records management, micrographics, and contingency planning.

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The primary IT Architecture used in this division includes the following products:

1 - Legacy billing systems (DP, TC, MG) are in house developed systems (NATURAL and Adabas) used to bill ITD customers for services.

2 - PeopleSoft - ITD uses PeopleSoft modules for our accounts payable, accounts receivable and general ledger systems.

3 - CIS is used for fixed assets with plans to convert to PeopleSoft

4 - Legacy time system is used to record time and interfaces with WMS and PeopleSoft payroll. This application is scheduled to be replaced during the 2007-2009 biennium.

5 - ITD's rate worksheets, cash flow projections and cost center projections are based on Microsoft Excel templates.

6 - ITD uses Symantec as the enterprise Anti-Virus tool managed out of the Security Section

7 - Security scanning and monitoring tools are provided by multiple vendors including NESSUS and Enterasys.

8 - ITD uses LDRPS from Strohl Systems to maintain its formal contingency plans.

Human Resources handles agency personnel recruitment and retention support to provide the right talent for the right job at the right time.

The primary IT Architecture used in this division includes the following products:

1 - PeopleSoft - ITD uses PeopleSoft modules for our payroll and human resource management systems.

Planned Infrastructure Activities and Changes

Besides the normal process of developing, implementing and hosting applications, servers and the state wide network there are some significant changes that we expect to take place over the remainder of the 2007-2009 biennium and into the 2009-2011 biennium. A highlight of these items is listed below.

1 - Continued deployment of our VOIP roll out. As we continue to progress through the normal replacement of our telephone infrastructure we will continue our conversion to VOIP technology.

2 - Network infrastructure refresh. This refresh is starting in the current biennium and will continue into the next biennium. We are replacing end point equipment and taking advantage of our fiber deployments Bismarck, Fargo, Grand Forks, Minot, Jamestown and Williston. In addition the current network contract had added Ethernet over ATM which should provide some additional bandwidth for our existing end points that are currently limited to T-1 connectivity.

3 - We plan to continue to leverage our investment in the ITSM product suite to move beyond Incident Management into other ITIL areas focusing first on Change Management. We believe these efforts will contribute to our goal of making incremental improvements to the up time of our customers critical business applications.

4 - As we continue to replace core pieces of our network infrastructure and security product suite we are planning to enhance the security posture of the state with enhanced VPN capabilities, security enclaves and additional monitoring capabilities. Vigilance in this area is extremely important as the attack vectors in this area are constantly changing.

5 - We continue to look for opportunities to move forward in our development architecture. We plan to continue our efforts using Websphere development and hosting platforms

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for our large applications and are looking for opportunities to leverage our investments in the Enterprise Service Bus and Business Process Manager in this product line.

6 - Wireless connectivity. We have completed the wireless roll out in the capitol complex and have a strong base from which to deploy additional wireless end points. With the move to a Technology Fee for state agencies we are well positioned to expand our wireless footprint when this technology is required by our customers.

7 - As we continue to refresh our server and disk infrastructure ITD is very focused on virtualization. We feel this is a strategic direction for ITD in providing our system administration staff the ability to respond to customer capacity demands in a timely manner and to respond to the growing demand for state government to participate in the "Green IT" movement. We also feel that virtualization will buy us some valuable time until final decisions are made on our data center remodeling project.

8 - Disaster recovery and contingency efforts are expected to be a focus during the remainder of this biennium and next biennium. The initial phases of the investment in a second data center focused on making sure we have data backed up. While we do have some redundant hardware in place we plan to focus on refining our recovery protocols, communicating current processes and recovery windows and working with customers on identifying gaps and developing business cases to improve their contingency plans.

These are some of the major issues we are considering in the biennium ahead. As always our customers changing business needs and projects will continue to help us determine future direction and influence our infrastructure decisions.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

We expect increases in our infrastructure costs. These costs can be attributed to three main areas. The first area is an increase in salaries as we try to ensure that ITD staff salaries remain competitive with market. We also expect to see software maintenance costs increase between 5% to 10% per year for our major software investments. Finally we expect to see increased growth of the STAGENet bandwidth and higher prices for the backbone since the initial discounts are done.

2. Total number of desktop computers: 115
   Number of desktops for which you are requesting replacement funding: 29
   Average replacement cost/desktop: 550

3. Total number of laptop computers: 171
   Number of laptops for which you are requesting replacement funding: 114
   Average replacement cost/laptop: 1,520
What state planning region are these desktop/laptop computers located?

Region 1		**2**		**3**		**4**		**5**		**6**		**7**		**8**	
	0		0		0		0		0		0		286		0

4. What percentage of these pcs are running the following operating systems:
         (total should be equal to 100%)

Open Source OS	2 %
MAC OS	1 %
Windows Vista	1 %
Windows XP	96 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
ITD has several major asset classes that we manage in providing services within our agency and in providing solutions that meet the business needs of our customers. These are discussed in more detail below.

1 - ITD Staff. Our staff is the core to the services we provide and primarily responsible for the success we achieve. We believe there are significant challenges that we will face in the next few years. We strive to provide a positive and innovative work environment and try to recognize employees on a regular basis for their accomplishments. We survey our staff on a regular basis to identify areas of concern and associated initiatives. Employee compensation is of concern to our agency. While we recognize and are grateful that IT employees in the state are often some of the higher paid positions, we do have concerns about the widening gap between where our compensation is at in relation to market. We are working with OMB as we plan to be more aggressive in the area of employee compensation in the next two years while still considering the impact this has on rates to our customers.

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2 - Software. We use software solutions from many vendors in providing our development, hosting and network services. ITD's standard practice is to maintain active software maintenance and support on all software products and staying current on software releases. We do not have a "normal" replacement cycle for replacing actual products. However we do constantly evaluate the changing software leaders in each area of technology. When we see indicators that a product we use will no longer be a viable solution we begin planning to migrate to a different software product or platform and work with our customers on the impact of the change to their business and the appropriate time lines.

3. - Enterprise Hardware. ITD deploys enterprise class hardware in its server infrastructure, storage area network and network infrastructure. ITD's standard practice is to maintain active hardware maintenance contracts on all critical hardware. Some end point network equipment is covered by a spares pool where maintenance does not meet our current business needs. The standard replacement cycle for most hardware is four years. While this replacement cycle governs most of our business decisions we do extend the life of selected hardware investments if they are performing well and projected to meet near term capacity demands.

4. - Desktop hardware and software. ITD maintains active software support on all desktop software. Desktops and laptops are typically replaced on a four-year cycle. A subset of power users is replaced on a three year cycle.

5. - Business applications. Our major business applications do not have a normal replacement cycle. Each application is monitored individually to determine whether it is providing business value and continues to fit with our strategic business direction. Applications that need to be upgraded or replaced are identified and prioritized to fit within the budget constraints of each biennium.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$29,824,730	$0	$29,824,730	$0
IT5111	ADDITIONAL SALARIES	$29,038,550	$0	$1,482,530	$1,482,530	$33,420,100
IT5120	SALARIES - OTHER	$0	$1,950,024	$0	$1,950,024	$0
IT5130	TEMP SALARIES	$0	$41,600	$0	$41,600	$0
IT5131	ADDITIONAL SALARIES - OTHER	$10,000	$0	$0	$0	$2,000,000
IT5140	OVERTIME	$0	$862,800	$0	$862,800	$0
IT5160	FRINGE BENEFITS	$0	$9,368,291	$0	$9,368,291	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$9,014,677	$0	$457,080	$457,080	$10,336,600
IT5310	IT SOFTWARE AND SUPPLIES	$18,543,440	$14,845,400	$77,400	$14,922,800	$16,254,900
IT5510	IT EQUIPMENT UNDER $5000	$2,125,376	$1,926,750	$705,000	$2,631,750	$2,257,000
IT6010	IT DATA PROCESSING	$203,500	$203,500	$39,058	$242,558	$255,000
IT6020	IT COMMUNICATIONS	$5,356,589	$5,356,000	$81,040	$5,437,040	$6,133,500
IT6030	IT CONTRACT SERVICES & REPAIRS	$25,721,583	$21,872,274	$1,382,000	$23,254,274	$23,676,500
IT6930	IT EQUIPMENT OVER $5000	$5,882,030	$6,570,030	$864,800	$7,434,830	$7,030,000
	Total Budget:	**$95,895,745**	**$92,821,399**	**$5,088,908**	**$97,910,307**	**$101,363,600**
001	STATE GENERAL FUND	$4,691,884	$4,787,317	$4,566,960	$9,354,277	$8,173,600
274	INDEPENDENT STUDY OPERATING FD 274	$154,733	$209,198	$0	$209,198	$169,900
780	ISD SERVICE FUND 780	$91,049,128	$87,824,884	$521,948	$88,346,832	$93,020,100
	Total Funding:	**$95,895,745**	**$92,821,399**	**$5,088,908**	**$97,910,307**	**$101,363,600**

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Project: A-001 K-12 PowerSchool Hosting
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Agency Priority - 3   **Project Type:** Major enhancement/upgrade

Project description
This project would provide general funds to allow all schools to utilize PowerSchool for student administration and reporting.

Briefly describe the business need or problem driving the proposed project.
This is part of the Governor's initiative to fund K-12 education in the North Dakota. It would provide general funds to allow all schools to utilize PowerSchool for student administration and reporting.

Describe how the project is consistent with the organizations mission.
ITD provides PowerSchool hosting today for about half of the students in North Dakota. This initiative is part of Governor Hoeven's goal of providing equal learning opportunities for students across the State of North Dakota.

Describe the anticipated benefits of the project and who will derive the benefits.
The benefits of this project include a consistent student administration and reporting interface for all K-12 students and would be funded from the general fund.

Describe the impact of not implementing the project.
Only selected schools would have access to the PowerSchool system.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
ITD will need to work with schools will need to develop implementation plans so that the system provides value and accurate data as we roll out staggered implementation schedules.

Describe the additional costs?
None

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs - $3,973,852
Total Project Cost? -   **$0**
Tot Proj Costs + Optionals -   **$3,973,852**

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What additional expenditures are being paid out of non-appropriated funds?
None

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Project: A-002   Enterprise E-mail Retention

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Agency Priority - 5   **Project Type:** New initiative

Project description
This project is to implement information technology infrastructure to provide a platform for Enterprise E-Mail Retention.

Briefly describe the business need or problem driving the proposed project.
Following changes to the U.S. Federal Rules of Civil Procedure (FRCP) in late 2006, many states are considering projects to improve their existing e-discovery processes. ITD is working with Risk Management and the Attorney General's office to determine what solutions, if any, should be pursued related to E-Mail retention and discovery.

Describe how the project is consistent with the organizations mission.
ITD currently hosts the state's e-mail infrastructure and enterprise document repository. If the State decides to move ahead with a technology solution in this area it would most likely be hosted and administered by ITD.

Describe the anticipated benefits of the project and who will derive the benefits.
If a project is pursued all state agencies will benefit from a more automated approach to retention and a more consistent approach to respond to e-discovery requests.

Describe the impact of not implementing the project.
Agencies will need to continue to manually monitor their retention efforts and e-discovery requests will continue to be very resource intensive.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
The biggest risk is finding an enterprise product that is affordable and can meet the various business needs of all agencies. We plan to follow a similar approach to the Secure E-Mail project with agency participation to define all the business requirements and issue an RFP for vendor responses.

Describe the additional costs?
None

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs - $999,246
Total Project Cost? -   **$0**
Tot Proj Costs + Optionals -   **$999,246**

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None

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IT5111	ADDITIONAL SALARIES	$0	$0	$114,000	$114,000	$215,000
IT5161	ADDITIONAL FRINGE BENEFITS	$0	$0	$35,246	$35,246	$0
IT5310	IT SOFTWARE AND SUPPLIES	$0	$0	$500,000	$500,000	$0
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$200,000	$200,000	$0
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$150,000	$150,000	$75,900
ITS101	IT FTE COUNT	$0	$0	$1	$1	$1
	Total Budget:	**$0**	**$0**	**$999,247**	**$999,247**	**$290,001**
001	STATE GENERAL FUND	$0	$0	$999,246	$999,246	$0
780	ISD SERVICE FUND 780	$0	$0	$0	$0	$290,000
	Total Funding:	**$0**	**$0**	**$999,247**	**$999,247**	**$290,001**

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Agency Priority - 4   **Project Type:** Major enhancement/upgrade

Project description
ITD is working on an overall project is to remodel the existing data center and obtain general funds for one-time costs associated with the remodeling effort. This particular phase of the project is asking for general funds for one-time costs associated with the effort to re-archtitect the data center core network to increase the security posture of the data center.

Briefly describe the business need or problem driving the proposed project.
The data center was designed and constructed as part of the Judicial Wing addition to the State Capitol. It is approaching thirty years old and was designed for the technologies of the 1970's and 1980's. This phase of the project is for changing the data center network core to increase the security posture of the data center.

Describe how the project is consistent with the organizations mission.
ITD's mission statement is "Provide leadership and knowledge to assist our customers in achieving their mission through the innovative use of information technology." In 2003 the State Legislature required ITD to provide data center services (ND Century Code Chapter 54-59-22). By law, ITD is charged with providing information technology services to most executive branch agencies. Therefore an adequate data center is required to provide those services.

Describe the anticipated benefits of the project and who will derive the benefits.
-More efficiently and cost effectively provide for state government information technology needs.
 -Space for growth to handle the increase in information technology requirements for the next 20 to 30 years - this will come in a later phase of the project as funding becomes available.
 - More efficient migration to new technology.
 -Better able to support business continuity for government due to the modern design and information technology architecture.

Describe the impact of not implementing the project.
There is an increasing risk of interruption to government services due to the age, design, and size of the current data center.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Continuity of business process is the primary risk. Accordingly a detailed project plan with cutover dates will be prepared and a dedicated project manager will be assigned.

Describe the additional costs?
None at this point

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

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Additional Costs? -	$0
Optional Project Costs -	$1,635,000
Total Project Cost? -	**$0**
Tot Proj Costs + Optionals -	**$1,635,000**

What additional expenditures are being paid out of non-appropriated funds?

None

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IT6010	IT DATA PROCESSING	$0	$0	$135,000	$135,000	$0
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$1,500,000	$1,500,000	$0
	Total Budget:	**$0**	**$0**	**$1,635,000**	**$1,635,000**	**$0**
001	STATE GENERAL FUND	$0	$0	$1,635,000	$1,635,000	$0
	Total Funding:	**$0**	**$0**	**$1,635,000**	**$1,635,000**	**$0**

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Project: CJIS-001   CJIS Operations and Support

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Agency Priority - 10   **Project Type:** Ongoing initiative

Project description

CJIS is an ongoing initiative to share CJIS infrastructure and data between criminal justice agencies and other state agencies. CJIS includes the sharing of information with traditionally non-justice agencies and with the public, which increasingly is demanding greater and more varied access to an expanding array of government information and services. CJIS is a cross agency initiative governed by the CJIS Board established in NDCC 54-59-21.

Briefly describe the business need or problem driving the proposed project.

The CJIS Strategic Plan identifies the following goals:

 - Ensure effective operations, Improve decision making, Improve criminal justice staff safety, Ensure access to information, Deliver timely information, Implement cost-effective systems, Ensure privacy and accuracy

In support of those goals, the CJIS program includes the development and maintenance of the following applications:

- CJIS Hub Portal, Law Enforcement Records Management System, State's Attorney Records Management System

Describe how the project is consistent with the organizations mission.

The CJIS vision is to: Improve public safety by providing effective and efficient justice policies, processes, and information systems required to capture and share complete, accurate, and timely information in support of program operations and informed decision making across jurisdictional and organizational boundaries statewide.ety is improved by timely access to criminal data.

Describe the anticipated benefits of the project and who will derive the benefits.

Convenient access to information improves decision-making at all points in the criminal justice process from arrest to sentencing.

Shared statewide applications reduce the cost to individual agencies and facilitate shared training opportunities.

Officer and citizen safety is improved by timely access to criminal data.

Describe the impact of not implementing the project.

The current services provided to the CJIS community would have to be suspended.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

None

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Describe the additional costs?

Normal Operating Expenses for this program such as travel, training, rent and other miscellaneous expenses.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $92,274

Optional Project Costs - $0

Total Project Cost? - $1,353,886

Tot Proj Costs + Optionals - $1,353,886

What additional expenditures are being paid out of non-appropriated funds?

None

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IT5110	SALARIES - PERMANENT	$0	$217,632	$0	$217,632	$0
IT5111	ADDITIONAL SALARIES	$199,065	$0	$0	$0	$226,000
IT5160	FRINGE BENEFITS	$0	$68,964	$0	$68,964	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$65,938	$0	$0	$0	$72,000
IT5310	IT SOFTWARE AND SUPPLIES	$308,000	$506,081	$0	$506,081	$210,000
IT5510	IT EQUIPMENT UNDER $5000	$11,000	$11,000	$0	$11,000	$11,000
IT6010	IT DATA PROCESSING	$423,189	$200,463	$0	$200,463	$260,000
IT6020	IT COMMUNICATIONS	$14,448	$14,448	$0	$14,448	$15,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$251,904	$335,298	$0	$335,298	$375,030
ITS101	IT FTE COUNT	$2	$2	$0	$2	$2
	Total Budget:	**$1,273,546**	**$1,353,888**	**$0**	**$1,353,888**	**$1,169,002**
001	STATE GENERAL FUND	$1,093,544	$1,173,886	$0	$1,173,886	$989,000
780	ISD SERVICE FUND 780	$180,000	$180,000	$0	$180,000	$180,000
	Total Funding:	**$1,273,546**	**$1,353,888**	**$0**	**$1,353,888**	**$1,169,002**

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Agency Priority - 2   **Project Type:** New initiative

Project description
This project consists of multiple projects to enhance the value of the current CJIS hub to its stakeholders

Briefly describe the business need or problem driving the proposed project.
The CJIS Board has identified the following projects as priorities for the 2009-2011 biennium:
- Justware Prosecution and Disposition to BCI
- Medium Sized Law Enforcement RMS interface
- Portal 3.0 (Search Capabilities/Page Enhancements)
- Portal - User Role and Security Management
- State's Attorney (Justware) Interface
- CJ Business Process Study
- Portal - Federal (NCIC) Search
- BCI RMS Interface
- DNA Interface
- Highway Patrol Interface
- DOCR RMS Interface

Describe how the project is consistent with the organizations mission.
The CJIS vision is to: Improve public safety by providing effective and efficient justice policies, processes, and information systems required to capture and share complete, accurate, and timely information in support of program operations and informed decision making across jurisdictional and organizational boundaries statewide.

Describe the anticipated benefits of the project and who will derive the benefits.
Convenient access to information improves decision-making at all points in the criminal justice process from arrest to sentencing.

Shared statewide applications reduce the cost to individual agencies and facilitate shared training opportunities.

Officer and citizen safety is improved by timely access to criminal data.

Describe the impact of not implementing the project.
Important CJIS data will continue to be available to only selected agencies that maintain that data locally.

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Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Lack of available funding and development resources.

Describe the additional costs?
None

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs - $0
Total Project Cost? - $769,783
Tot Proj Costs + Optionals - $769,783

What additional expenditures are being paid out of non-appropriated funds?
None

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IT5310	IT SOFTWARE AND SUPPLIES	$276,366	$0	$400,035	$400,035	$250,000
IT6010	IT DATA PROCESSING	$400,000	$0	$369,748	$369,748	$250,000
	Total Budget:	**$676,366**	**$0**	**$769,783**	**$769,783**	**$500,000**
001	STATE GENERAL FUND	$676,366	$0	$769,783	$769,783	$500,000
	Total Funding:	**$676,366**	**$0**	**$769,783**	**$769,783**	**$500,000**

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Project: CJIS-003 SAVIN Ongoing Operations and Support

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Agency Priority - 19   **Project Type:** Ongoing initiative

Project description

This is to complete the Statewide Automated Victim Information and Notification system and continue operation of the program.

Briefly describe the business need or problem driving the proposed project.

This program ensures victims of crime recieve accurate and timely information regarding the status of offenders and events related to the case.

Describe how the project is consistent with the organizations mission.

ITD was tasked with establishing a system as authorized by the last legislative session (HB1219).

Describe the anticipated benefits of the project and who will derive the benefits.

This program provides information sharing to victims of crime as well as courts, corrections, and law enforcement officials.

Describe the impact of not implementing the project.

ND would remain one of the few states in the nation that does not have a system in place to notify victims of crime.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

None

Describe the additional costs?

Normal operating expenses for the SAVIN program.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $29,440

Optional Project Costs - $0

Total Project Cost? -   **$1,525,507**

Tot Proj Costs + Optionals -   **$1,525,507**

What additional expenditures are being paid out of non-appropriated funds?

None

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5111	ADDITIONAL SALARIES	$52,280	$0	$108,768	$108,768	$117,500
IT5161	ADDITIONAL FRINGE BENEFITS	$10,688	$0	$34,370	$34,370	$37,200
IT5310	IT SOFTWARE AND SUPPLIES	$0	$0	$356,473	$356,473	$375,000
IT5510	IT EQUIPMENT UNDER $5000	$4,160	$4,160	-$4,160	$0	$0
IT6010	IT DATA PROCESSING	$51,407	$51,407	$23,605	$75,012	$40,000
IT6020	IT COMMUNICATIONS	$0	$0	$3,912	$3,912	$4,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,280,000	$0	$946,972	$946,972	$0
ITS101	IT FTE COUNT	$1	$1	$1	$2	$1
	Total Budget:	**$1,398,536**	**$55,568**	**$1,469,941**	**$1,525,509**	**$573,701**
001	STATE GENERAL FUND	$0	$0	$470,162	$470,162	$573,700
G207	CJIS SAVIN GRANT	$1,398,535	$55,567	$999,778	$1,055,345	$0
	Total Funding:	**$1,398,536**	**$55,568**	**$1,469,941**	**$1,525,509**	**$573,701**

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Agency Priority - 11   **Project Type:** Ongoing initiative

Project description
GIS is an ongoing initiative to share GIS infrastructure and data to improve the availability of GIS information and avoid duplication. The GIS Hub is the result of many people working together. In 2001, the North Dakota State Legislature appropriated funds to develop the GIS Hub due a widespread historic demand by state agencies. Since then funding has been provided for maintenance of the hub infrastructure and storage, training and enhancements to GIS capabilities.

Briefly describe the business need or problem driving the proposed project.
The following is a summary of the business plan goals, additional detail can be found at http://www.nd.gov/gis/about/doc/2008-strategic-plan.pdf
Goal 1 – Continued enhancement and development of GIS data
Goal 2 – Improved statewide GIS coordination
Goal 3 – Outreach GIS
Goal 4 – Promote GIS training
Goal 5 – Improved GIS Standards
Goal 6 – Improved GIS data distribution
Goal 7 – Implement greater levels of open source GIS
Goal 8 – Promote view of geographic information as critical data

Describe how the project is consistent with the organizations mission.
The GIS initiative is an enterprise initiative coordinated by ITD and governed by the GIS Technical Committee composed of seven state agencies.

Mission Statement
The ND GIS Hub will provide the essential infrastructure to share core geographic datasets through an accessible data warehouse among stakeholders with browsing ability to the general public. The Hub will leverage the State's existing data, infrastructure and expertise to implement core elements of this enterprise solution.

Describe the anticipated benefits of the project and who will derive the benefits.
Cost savings provided by the program
- Consolidation/coordination of vendor support and training
- Labor savings associated with creating, compiling, and transforming project data
- Application standardization and code re-use
- Coordination of application development activities

Cost avoidance provided by the program
- Reduce project start-up costs
- Ability to leverage skills, training, and learning curves across multiple departments

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Describe the impact of not implementing the project.

Lack of funding for the enterprise approach might compel agencies to return to a silo approach to implementing GIS solutions and data.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

None

Describe the additional costs?

These are normal operation costs for this program

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -	$23,904
Optional Project Costs -	$0
Total Project Cost? -	**$655,849**
Tot Proj Costs + Optionals -	**$655,849**

What additional expenditures are being paid out of non-appropriated funds?

None

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IT5110	SALARIES - PERMANENT	$0	$137,472	$0	$137,472	$0
IT5111	ADDITIONAL SALARIES	$129,079	$0	$0	$0	$140,000
IT5160	FRINGE BENEFITS	$0	$39,184	$0	$39,184	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$37,968	$0	$0	$0	$42,000
IT5310	IT SOFTWARE AND SUPPLIES	$48,000	$48,000	$0	$48,000	$50,000
IT5510	IT EQUIPMENT UNDER $5000	$1,000	$1,000	$0	$1,000	$1,000
IT6010	IT DATA PROCESSING	$375,000	$375,000	$0	$375,000	$375,000
IT6020	IT COMMUNICATIONS	$1,000	$1,000	$0	$1,000	$1,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$63,802	$54,193	$0	$54,193	$55,000
ITS101	IT FTE COUNT	$1	$1	$0	$1	$1
	Total Budget:	**$655,850**	**$655,850**	**$0**	**$655,850**	**$664,001**
001	STATE GENERAL FUND	$655,849	$655,849	$0	$655,849	$664,000
	Total Funding:	**$655,850**	**$655,850**	**$0**	**$655,850**	**$664,001**

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Agency Priority - 13   **Project Type:** New initiative

Project description

This is multiple projects that will be implemented during the 2009-2011 biennium based on the planning efforts of the GIS Technical Committee.

Briefly describe the business need or problem driving the proposed project.

The GIS Technical Committee has determined that the GIS data to be acquired in these projects provide the best value to state agencies and the citizens of North Dakota in further developing the GIS hub.

Describe how the project is consistent with the organizations mission.

It is the vision of the GISTC that the GIS Initiative will continue to grow in value to state agencies and other levels of government which in turn increases the level of service and cost effectiveness to the citizens of the North Dakota. The core of the GIS Initiative is the GIS Hub which will continue to develop through a focus on improved and new data sets and secondarily, through improved and new functionality and applications

Describe the anticipated benefits of the project and who will derive the benefits.

Cost avoidance

- Reduce project start-up costs
- Ability to leverage skills, training, and learning curves across multiple departments
- Elimination of application development and data redundancies
- Application development/platform re-use opportunities

Enhancement of State's Image Opportunities
- Economic development applications and data
- Enhanced ability to provide maps and data to the public
- Compliance with federal regulations, requirements, and best practices

Describe the impact of not implementing the project.

Lack of funding for the enterprise approach might compel agencies to return to a silo approach to deploying GIS solutions.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

None

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Describe the additional costs?

None

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs - $0

Total Project Cost? -   **$74,000**

Tot Proj Costs + Optionals -   **$74,000**

What additional expenditures are being paid out of non-appropriated funds?

None

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$24,000	$24,000	$0	$24,000	$24,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$50,000	$50,000	$0	$50,000	$50,000
	Total Budget:	**$74,000**	**$74,000**	**$0**	**$74,000**	**$74,000**
G208	GIS GRANT	$74,000	$74,000	$0	$74,000	$74,000
	Total Funding:	**$74,000**	**$74,000**	**$0**	**$74,000**	**$74,000**

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Project: P-001   Longitudinal Data System

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Agency Priority - 1   **Project Type:** New initiative

Project description

This project will create follow-up information on education and training for organizations involved in education, workforce training, advising, job placement, and policy making; this project will also reduce replication and duplication presently involved in obtaining follow-up data collection. It will also provide an economic development tool which documents the effectiveness of education and training programs in ND for use by businesses, communities, and economic development organizations.

Briefly describe the business need or problem driving the proposed project.

To realize the goals of the P-16 as well as those of economic and workforce development, the state needs data systems that provide ready access to the high-quality information decision-makers need. Educators and policymakers are recognizing the need for a longitudinal system that will allow P-16 officials to track outcomes from high school through higher education and into the workforce. This requires a robust system to collect data from multiple sources while protecting confidential data.

Describe how the project is consistent with the organizations mission.

The Longitudinal Data System Committee (LDS) will propose, develop and govern a system for sharing longitudinal data that will maximize the usefulness of management information to stakeholders and partners of North Dakota education, training, employment and service systems while protecting the privacy and security of personal information. Current plans are for this multi-agency effort to be housed in ITD's budget.

Describe the anticipated benefits of the project and who will derive the benefits.

- Enhance the quality of data and data querying so better decisions can be made in meeting workforce development needs.
 - Help state and state agencies allocate money and resources to actual needs and trends in the employment and educational sectors.
 - Provide follow-up information on education and training for organizations involved in education, workforce training, advising, job placement, and policy making;

More benefits can be found in the full business case

Describe the impact of not implementing the project.

The business needs of P-16 officials and economic and workforce stakeholders will not be able to move forward in a coordinated fashion.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Coordination needed for inter-agency cooperation is not realized – the risk is that the State LDS system ends up being less than a State LDS and instead become particularized to certain agencies or under utilized by enough agencies.

RISK MITIGATION: Ensure that there is a project manager as well as a business lead working with various state agencies and creating an open and clear channel and process of communication and cooperation.

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Describe the additional costs?

None

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs - $2,205,500

Total Project Cost? -   **$0**

Tot Proj Costs + Optionals -   **$2,205,500**

What additional expenditures are being paid out of non-appropriated funds?

None

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IT5111	ADDITIONAL SALARIES	$0	$0	$129,600	$129,600	$130,000
IT5161	ADDITIONAL FRINGE BENEFITS	$0	$0	$37,864	$37,864	$40,000
IT5310	IT SOFTWARE AND SUPPLIES	$0	$0	$350,000	$350,000	$350,300
IT6010	IT DATA PROCESSING	$0	$0	$668,036	$668,036	$560,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$250,000	$250,000	$100,030
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$770,000	$770,000	$50,930
ITS101	IT FTE COUNT	$0	$0	$1	$1	$1
	Total Budget:	**$0**	**$0**	**$2,205,501**	**$2,205,501**	**$1,230,001**
001	STATE GENERAL FUND	$0	$0	$2,205,500	$2,205,500	$1,230,000
	Total Funding:	**$0**	**$0**	**$2,205,501**	**$2,205,501**	**$1,230,001**

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Agency IT Plan Contact Data
Donald LaFleur
IS Audit Manager

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Bismarck, ND 58505

701-328-4744
dlafleur@nd.gov

Review of Agency's IT Architecture
The State Auditor's Office is committed to using technology in accomplishing its mission. The State Auditor's Office operates three local area networks, two in the two different office buildings in Bismarck and one in Fargo. Every auditor in the State Auditor's Office has a personal computer assigned to him or her for performing audit analysis and write-up. We operate 5 networked laser printers (3 in Bismarck main office, one in Bismarck Minerals Royalty office, and one in the Fargo office). In addition we operate one networked copier in the Bismarck Main Office. It is our goal to give every auditor two monitors to work with while in the office, at client sites they operate with just their portable.

Technical support is provided by the Information Systems audit staff in addition to their regular audit duties. All services are provided by ITD.

Planned Infrastructure Activities and Changes
The mission of the State Auditor's Office is to "To provide innovative audit services designed to improve governmental operations and to provide accountability for the benefit of the citizens of North Dakota."

The State Auditor's Office is committed to using technology in accomplishing its mission. Every auditor in the State Auditor's Office has a personal computer assigned to him or her for performing audit analysis and write-up. The State Auditor's Office also uses the state mainframe to access and analyze data from client information systems.

In order to ensure that the auditor's are able to do their work as efficiently and effectively as possible the State Auditor's Office plans to continually upgrade the technology available to the auditors and their technology skills. In addition , the State Auditor's Office will continue to innovate the use of computerized audit techniques in the audit process.

The State Auditor's Office is requesting funding for an Electronic Working Paper system to save audit documentation time and help focus audit resources better.

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1. **If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.**

2. **Total number of desktop computers:**   31
   Number of desktops for which you are requesting replacement funding: 6
   Average replacement cost/desktop: 700

3. **Total number of laptop computers:**   29
   Number of laptops for which you are requesting replacement funding: 19
   Average replacement cost/laptop: 1,350
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   17 **6**   0 **7**   43 **8**   0

4. **What percentage of these pcs are running the following operating systems:**
         (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. **What additional expenditures are being paid out of non-appropriated funds?**
Please explain:

IT Asset Management Plan
The State Auditor's Office uses desktops and laptop computers. Desktops are replaced on a four year cycle and laptops are replaced on a three year cycle. Replacement computers are purchased using the standardized computers from the state contract. Retired comptuers are sent to Surplus Property.

Printers and monitors are replaced as needed with no set schedule. Printers generally last about 5-6 years and monitors for 10 years. We have made efforts in recent bienniums to upgrade monitors to 24".

Our copier is leased and is upgraded as needed.

Software used is Windows that is purchased with new computers and Microsoft Office that for the most part we have on the maintence plan with Microsoft which allows up to update to new versions when released.

The IS Audit staff manages all updates to IT equipment and software in addition to other support and audit duties.

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IT5310	IT SOFTWARE AND SUPPLIES	$22,750	$15,400	$0	$15,400	$15,400
IT5510	IT EQUIPMENT UNDER $5000	$48,247	$45,150	$9,600	$54,750	$45,150
IT6010	IT DATA PROCESSING	$126,190	$104,000	$0	$104,000	$104,000
IT6020	IT COMMUNICATIONS	$49,600	$46,700	$0	$46,700	$46,700
IT6930	IT EQUIPMENT OVER $5000	$10,000	$0	$0	$0	$0
	Total Budget:	**$256,787**	**$211,250**	**$9,600**	**$220,850**	**$211,250**
001	STATE GENERAL FUND	$192,297	$160,550	$9,600	$170,150	$160,550
246	STATE AUDITORS OPERATING FUND 246	$45,250	$34,000	$0	$34,000	$34,000
G022	ROYALTY AUDIT PROGRAM	$19,240	$16,700	$0	$16,700	$16,700
	Total Funding:	**$256,787**	**$211,250**	**$9,600**	**$220,850**	**$211,250**

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Project: 1 Electronic Working Paper

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Agency Priority - 1   **Project Type:** New initiative

Project description

The primary purpose of this project is to replace our existing paper based working papers with an electronic system. Working papers would be prepared, reviewed and stored electronically.

This project will also replace our system for planning, staffing and tracking audit progress.

Briefly describe the business need or problem driving the proposed project.

Problem: They Auditor's Office needs to increase the staff hours available to work on audits without increasing number of staff.
- Need an efficient method to create, manage, and store working papers; industry estimates are that 50% of audit time is spent documenting work.
- Need a comprehensive system to plan, staff, and track audits.

Describe how the project is consistent with the organizations mission.

The mission of the State Auditor's Office is "To provide innovative audit services designed to improve governmental operations and provide accountability for the benefit of the citizens of North Dakota." Our goals are to:
1. Develop sound findings and recommendations to help improve state government operations and accountability.
2. Maintain compliance with the highest industry standards.
3. Focus our audit resources as effectively as possible.
4. Maintain our highly qualified, experienced

Describe the anticipated benefits of the project and who will derive the benefits.

The typical auditor costs $28 per hour; a typical audit takes 200 hours. Using the industry estimates that means documentation takes 100 hours (50%) and costs $2,800 in staff time. Electronic working papers would reduce documentation time by 40% to 60 hours and eliminate paper costs for a total savings of $1,120. In addition time spent on actual auditing goes from 100 to 140.

Describe the impact of not implementing the project.

Risk of not doing the project
- Will not have saved staff hours to use to expand audits
- Not full achieve objectives of improving state government and focusing audit resources efficiently.

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Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Risks of doing the project
•   Staff may not accept electronic working papers
•   Changing business processes to fit system
•   Learning curve of using system may reduce efficiency initially

Describe the additional costs?
Salaries for staff participation in project.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $20,000
Optional Project Costs -
Total Project Cost? -
Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?
NA

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IT5310	IT SOFTWARE AND SUPPLIES	$0	$0	$103,800	$103,800	$34,000
IT6010	IT DATA PROCESSING	$0	$0	$33,200	$33,200	$6,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$13,000	$13,000	$0
	Total Budget:	**$0**	**$0**	**$150,000**	**$150,000**	**$40,000**
001	STATE GENERAL FUND	$0	$0	$150,000	$150,000	$40,000
	Total Funding:	**$0**	**$0**	**$150,000**	**$150,000**	**$40,000**

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Project: **Infrastructure**

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Agency IT Plan Contact Data

The agency IT Coordinator is Lawrence Hopkins, Deputy State Treasurer.
Email lhopkins@nd.gov
Phone (701) 328-4694.

Review of Agency's IT Architecture

Our general office operations are performed with the normal systems provided by the state. These include Microsoft Office Professional, Outlook Express, and PeopleSoft.

We have six mainframe applications that our unique to our office. One relates to tracking outstanding checks and the other five are used to calculate and distribute tax collections. These programs were created in the 1970's and were written in Natural. They are critical in performing our agency's mission of delivering accurate and timely payments to various state funds, and over 500 political subdivisions. We received funding in the 07-09 biennium to rewrite these mainframe programs and are on schedule to implement the new tax distribution system.

Planned Infrastructure Activities and Changes

Complete mainframe tax distribution re-write and implement use of new web-based programs.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 7
   Number of desktops for which you are requesting replacement funding: 3
   Average replacement cost/desktop: 1,000

3. Total number of laptop computers: 1
   Number of laptops for which you are requesting replacement funding: 0
   Average replacement cost/laptop: 1,500
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   8 **8**   0

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan

Our general office operations are performed with the normal systems provided by the state. These include Micosoft Office Professional, Outlook Express, and PeopleSoft. We are on a four year replacement cycle for our PCs and plan to replace three in the 09-11 biennium.

We have six mainframe applications that our unique to our office. One relates to tracking outstanding checks and the other five are used to calculate and distribute tax collections. These programs were created in the 1970's and were written in Natural. They are critical in performing our agency's mission of delivering accurate and timely payments to various state funds, and over 500 political subdivisions. We received funding in the 07-09 biennium to rewrite these mainframe programs and are on schedule to implement the new tax distribution system.

The new system will be in use starting with the 09-11 biennium and is expected to be in use for 10-15 years. ITD will maintain the system and enhancements will be requested as needed to meet changes made by the Legislature regarding tax distribution allocations.

The Office of State Treasurer does not have IT staff.

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IT5510	IT EQUIPMENT UNDER $5000	$3,000	$3,000	$0	$3,000	$3,000
IT6010	IT DATA PROCESSING	$838,915	$70,687	$0	$70,687	$70,687
IT6020	IT COMMUNICATIONS	$6,000	$6,000	$0	$6,000	$6,000
	Total Budget:	**$847,915**	**$79,687**	**$0**	**$79,687**	**$79,687**
001	STATE GENERAL FUND	$847,915	$79,687	$0	$79,687	$79,687
	Total Funding:	**$847,915**	**$79,687**	**$0**	**$79,687**	**$79,687**

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Version: 2009-B-01-00125

Project: **Infrastructure**

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Agency IT Plan Contact Data
Cher Thomas
Information Technology Director
Office of Attorney General
cthomas@nd.gov
(701) 328-5519

Review of Agency's IT Architecture
Current Infrastructure:

   Architecture:
The office mainly uses Microsoft products, utilizing .NET development over SQL databases. The office has some applications written in Progress over a Progress database. These are being rewritten as time permits. There is one main application on the AS400 at ITD. The office will upgrade to Office 2007 before the end of the current biennium. The office uses SOA with web services for sharing of information outside of the office and will continue to use such technologies in the future.

   Goals and Objectives:

Goal: Improve service to office customers through additional on-line access

Objective: Continue to develop applications via the web for office customers

   Objective: Continue to use current technology, such as SOA to allow the ease and security of sharing information with office customers

Goal: Continue to review and evaluate ever changing business processes

Objective: Continue to develop applications and processes that are flexible enough to enact change quickly

Objective: Continue to train IT staff in business process modeling and using latest techniques to enhance the development process.

Goal: Reduce cost of operations and manual processes where applicable

Objective: Use document management and workflow where possible

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Objective: Send electronic copies instead of paper copies through the mail when possible and applicable

Objective: Build applications that allow for web entry at data origin, rather than paper copies mailed and re-entered.

IT Services:
    Help desk services,
Local network services,
Desktop support,
Security,
Applications development services for new development, application enhancements, and changes/fixes to existing applications
Support AG Public Web Site, and connections to CJIS, AFIS in Minnesota, State Radio, FBI, livescans, National Sex Offender Web Site,
    Support task forces, 24/7 sobriety law enforcement, and others outside of the office

Staffing:

1 Division Director
    1 Network Manager
        1 Network Support Specialist
        1 Help Desk Technician
    1 Application Development Manager
        3 Programmer Analysts

There are 2 staff members assigned to CJIS who do not work directly on office projects. These positions report to the CJIS director. When CJIS was formed, it needed positions to do the work.   As the program grew, ITD and the Office of Attorney General donated positions. It was important at the very beginning to have a cooperative effort as Criminal Justice Information Sharing (CJIS) needed to bring the criminal justice community in North Dakota together with technology. ITD brought the technical expertise and the Office of Attorney General brought both criminal justice and technology expertise. In order for the program to succeed these employees needed to be CJIS focused and not office focused.

This office has maintained steady at 8 IT FTEs for over 10 years with the exception of the two FTEs assigned to CJIS mentioned above.

When possible, consultants are used on projects to augment current staff efforts. ITD provides some contracting services to this office and provides the wide area network.

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Network

The Office of Attorney General network staff works cooperatively with ITD to provide network services to the 15 remote sites across the state, and to the 5 locations in Bismarck. The office cooperatively manages connections with the Criminal Justice Information Sharing (CJIS) Hub, State Radio teletype system, Automated Fingerprint Identification System (AFIS) housed in Minnesota, and several livescan units across the state and with the FBI.

The IT Division network staff provides help desk service, network setup, and troubleshooting services to office customers. The staff also provides purchasing services of IT hardware, software and services for the office to assure compatibility and adherence to state standards. This Division works in coordination with office legal staff, OMB, ITD and Risk Management to purchase IT related items.

The 24/7 Sobriety Pilot Program increased the number of users managed having access to office applications. The increased number of background checks completed by this office over the last biennium has also increased the amount of time IT network support and troubleshooting spent in this area.

Business Areas Supported and Applications:

This office has many diverse areas of authority and responsibility which require many different computer applications and requirements. These areas include managing state law enforcement cases; legal counsel to other state agencies; legal representation to state agencies, officials, and employees in legal actions, including administrative hearings; state and federal court litigation and appeals; legal issues involving agriculture, water, oil and gas, environment, game and fish, and state-owned land and minerals; protecting consumers from fraud; processing and analyzing criminal physical evidence; managing several criminal justice data repositories for local and federal law enforcement; enforcing state fire laws; conducting fire inspections and fire investigations; enforcing charitable gaming activities and collecting gaming taxes; issuing many business operation licenses including tobacco, liquor, and transient merchants; and regulating the Lottery.

Completing IT applications shown in the following chart of mission critical applications is difficult with only 3 programmer/analysts. The Lottery and the Crime Lab were added to this office without any additional IT staff. BCI has continued to add more programs requiring additional and more complex IT services.

Application: 1   Business Unit: BCI   Name: Automatic Fingerprint Identification System (AFIS)

    Description: Automatic Fingerprint Identification System This system accepts fingerprints scanned into local law enforcement livescan equipment and compares these against a Minnesota database. Information from the livescan units is transmitted into the NIST server where it creates a transaction to the AFIS database and then returns the results to the AFIS workstation. The AFIS system is shared with Minnesota and South Dakota and is maintained by Minnesota.

    Language/LAN=Unknown   DB=N/A   Op=Windows
        Database/Oper.

    Support: Vendor – Motorola

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Built/next Developed: 7/1/1999   Upgraded: 6/2008   Next upgrade: 2015-2017
    Replacement

Application: 2   Business Unit: BCI   Name: Case Management

    Description: This system tracks all information about criminal, cyber, and drug cases. It interfaces with Word.

    Language/   LAN=Clipper   DB=DBASE   Op=DOS,
Database/Oper. Being rewritten 2008   LAN=.NET   DB=SQL   Op=Windows

    Support: Internal Staff

Built/next Developed: 1991   Upgraded: Rewritten 2008-2009   Next upgrade: 2017-2019
    Replacement

Application: 3   Business Unit: BCI   Name: Criminal History Repository

    Description: This system logs all criminal arrests, prosecutions, and dispositions across the state. All local and national search for rap sheets for ND activity is checked against this repository.

    Language/   LAN=Progress   DB=Progress   Op=Windows
Database/Oper.

    Support: Internal Staff

Built/next Developed: 1999   Next upgrade: 2011-2013
    Replacement

Application: 4   Business Unit: BCI   Name: Concealed Weapons Permits

    Description: This application tracks Concealed Weapon permit applications in the state.

    Language/   LAN=.NET   DB=SQL   Op=Windows
Database/Oper.

    Support: Internal Staff

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Built/next Developed: 1992   Upgraded: Rewritten in 2004   Next upgrade: 2013-2015
   Replacement

Application: 5   Business Unit: BCI   Name: Protection & Restraining Orders

   Description: The protection order system is a system provided to law enforcement for the collection of currant protection and restraining orders. It is maintained
                strictly through teletype entries coming through State Radio.

   Language/   LAN=.NET   DB=SQL   Op=Windows
   Database/Oper.

   Support: Internal Staff

Built/next Developed: 2007   Next upgrade: 2015-2017
   Replacement

Application: 6   Business Unit: BCI   Name: Sex Offender Registration

   Description: Tracks all state sex offenders required by law to register.

   Language/   LAN=Progress   DB=Progress   Op=Windows
   Database/Oper. Being rewritten now   LAN=.NET   DB=SQL   Op=Windows

   Support: Internal Staff

Built/next Developed: 2007-2009   Next upgrade: Being replaced this biennium
   Replacement

Application: 7   Business Unit: BCI   Name: Uniform Crime Reporting

   Description: Collects crime statistics from local law enforcement on a monthly basis and provides information to the federal government on an annual basis.

   Language/   LAN=.NET   DB=SQL   Op=Windows
   Database/Oper.

   Support: Mostly Vendor - Motorola

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Built/next Developed: 2004   Next upgrade: Replacement unknown
    Replacement

Application: 8 Business Unit: BCI   Name: Warrants

    Description: A state warrants repository into which data is entered by local law enforcement and viewed through CJIS or State Radio teletype.

    Language/ LAN=Progress   DB=Progress   Op=Windows
    Database/Oper.

  Support: Internal Staff

  Built/next Developed: 1999   Next upgrade: Rewrite 2011-2013
    Replacement

Application: 9 Business Unit: BCI   Name: Office Interfaces to Criminal Justice Information Sharing (CJIS) HUB

    Description: There are several web services that extract information from office repositories and forward the information to the CJIS hub when requested.

    Language/ LAN=.NET   DB=SQL   Op=Windows
    Database/Oper.

  Support: Internal Staff

  Built/next   Developed: 2003-2006 Additional information will continue to be added
  Replacement   Next upgrade: CJIS Hub anticipated in 2009

Application: 10 Business Unit: BCI   Name: 24/7 Sobriety project

    Description: This program was implemented this year as a pilot project. The software was obtained from South Dakota and required many changes. It is used by local law enforcement to track individuals in the 24/7 sobriety program and includes financial tracking for local law enforcement.
    Language/ LAN=.NET   DB=SQL   Op=Windows
    Database/Oper.

  Support: Internal Staff

  Built/next Developed: 2008   Next upgrade: Rewrite 2011-2013

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Replacement

Application: 11 Business Unit: BCI Name: Sex Offender Web Information

    Description: Provides information and mapping on high risk and life time offenders and interacts with the federal Sex Offender Website.
.

    Language/ LAN=.NET DB=SQL Op=Windows
    Database/Oper.

  Support: Internal Staff

  Built/next Developed: 2001 Upgrade: Rewritten in 2005 Next upgrade: Unknown replacement
    Replacement

Application: 12 Business Unit: Crime LabName: Laboratory Information Management System (LIMS)

    Description: This system provides workflow and information for evidence submitted to the Crime Lab for analysis and processing.
.

    Language/ LAN=.NET DB=SQL Op=Windows
    Database/Oper.

  Support: Internal Staff

  Built/next Developed: 2005 Next upgrade: Replacing with purchased package anticipated in the 2009- 2011 biennium
    Replacement

Application: 13 Business Unit: Consumer Protection Name: Complaint System

    Description: This system manages consumer complaints against businesses.
.

    Language/ LAN=Progress DB=Progress Op=Windows
    Database/Oper.

  Support: Internal Staff

  Built/next Developed: 1999 Next upgrade: Replacement 2013-2015
    Replacement

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Application: 14 Business Unit: Legal & Consumer Protection   Name: Mail Tracking

Description: This system manages external office mail workflow from the legal divisions and the Consumer Protection Division where resources are assigned to respond.
.

Language/ LAN=Progress   DB=Progress   Op=Windows
Database/Oper.

Support: Internal Staff

Built/next   Developed: 1999   Next upgrade: Replacement 2011-2013
Replacement

Application: 15 Business Unit: Gaming   Name: Charitable Gaming Management

Description: Tracks all the gaming entities, audits, and tax returns in the state.
.

Language/ LAN=Progress   DB=Progress   Op=Windows
Database/Oper.

Support: Internal Staff

Built/next   Developed: 2001 - distributor   2003 – tax returns   Next upgrade: Replacement 2011-2013
Replacement

Application: 16 Business Unit: Licensing Name: Licensing Management System

Description: Licensing of alcoholic beverage retailers; wholesale and retail tobacco dealers; transient merchants; coin-operated amusement devices operators, lessors, and distributors; fairboards; polygraph operators; charitable gaming operators; gaming manufacturers and distributors; and wholesale fireworks distributors.
.

Language/ LAN=Progress   DB=Progress   Op=Windows
Database/Oper.

Support: Internal Staff

Built/next   Developed: 1999   Next upgrade: Replacement 2011-2013
Replacement

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Application: 17 Business Unit: Lottery   Name: Lottery Management

Description: The Lottery has a purchased software package it uses to interact with the terminals across the state, including financial software to manage the terminals. There is additional management information this system does not handle. Office IT staff developed an additional management system.
.

Language/ Vendor unknown   LAN=.NET   DB=SQL   Op=Windows
Database/Oper.

Support: Internal Staff

Built/next   Developed: 2003   Next upgrade: Unknown
Replacement

Application: 18 Business Unit: Legal & Fire Marshal   Name: Billing

Description: The Billing and Time Keeping system tracks legal and Fire Marshal staff billable and nonbillable hours worked for state entities. The costs of time worked and billed are transferred to PeopleSoft on a monthly basis.

Language/ LAN=RPG   DB=DB400   Op=AS400
Database/Oper.

Support: Internal Staff

Built/next   Developed: 1987   Next upgrade: Redo – 2009-2011 using BillQuick - upgrade
Replacement

Application: 19 Business Unit: All Divisions Name: Time Keeping

Description: This system tracks employee time, leave taken, and calculates compensatory time for office staff. There is an additional subsystem to manage information not collected by the vendor software.
.

Language/ LAN=.NET   DB=SQL   Op=Windows
Database/Oper.

Support: Vendor – BillQuick – BQE Internal Staff

Built/next   Developed: 2007   Next upgrade: None planned at this time

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Replacement

Planned Infrastructure Activities and Changes

Planned Infrastructure Activities and Changes:

Services:

Background Checks:

The increased need for background checks by various organizations continues to put strain on this office's resources. The office needs to address allowing organizations to request their own background checks and utilize the web to make payments for these services. While this helps the BCI staff, it requires additional IT staff support requirements. The office continues to add more electronic services without addressing additional IT support needs.

24/7 Sobriety Program:

The 24/7 sobriety program was implemented as a pilot project this biennium which stretched IT and BCI staff. If the program is implemented statewide, additional resources will be needed to support the additional users.

Sex Offenders and Offenders against Children:

It is critical to have sex offender information as current as possible to protect North Dakota citizens. Current manual processes must be addressed to keep the information current. Plans are underway to automate the manual processes along with notification capabilities all along the path. The current repository is being rewritten now in preparation for the additional sharing of information. Constantly changing requirements and additional automation adds more IT support and troubleshooting effort.

Offenders and DNA

Management of offenders and drugs has become a real challenge. The office continually evaluates the effectiveness of office information and looks for ways to improve information gathering and sharing. Additional modules to a new case management system will be evaluated, such as mapping, links to other information, mug shots and lineups, entering information from the field, and management dashboards. DNA collection and notifications to law enforcement require a change in the DNA information systems. Automation allows sharing this information and is extremely important, yet again requires additional IT support and troubleshooting efforts.

Criminal Justice Information Sharing (CJIS)

CJIS taps into a significant number of office databases for information. CJIS has become a great tool for managing the sharing of information between criminal justice entities. The IT Division spent time on a proof of concept project a couple of biennia ago. This set the stage for continuing with other databases. At that time the IT Division took on the extra work load for this without additional personnel because it was important to law enforcement. This effort continues to grow and as additional information is available, there

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will be additional work needed from office IT staff. For instance, when the states attorneys are able to automate the transfer of prosecution information through CJIS to the courts and to this office for criminal history, CJIS will do the send process for the information, and IT staff will complete the receive process so the information can go to the office criminal history repository.

All the interaction with CJIS has increased IT staff troubleshooting and support, and the office workload of non-critical issues continues to grow because of it. Office IT staff also is on 24/7 support for CJIS and state radio.

Crime Lab Information Sharing

The Crime Lab Division uses a number of software tools in lieu of a single, unified LIMS system for tracking evidence, writing reports, reporting statistics, and tracking certifications.   No interfaces with analytical instrumentation exist at this time for the automatic transfer of data. In the Toxicology Section, in most instances reporting is handled by individually written or typed reports stored in hardcopy form in file cabinets.

The current LIMS in the Forensic Section does not provide a clear economical solution for several disciplines; blood alcohol analysis, breath alcohol, drug screening, DNA, convicted offender analysis, drug chemistry, firearms, arson, and trace. The current LIMS in the Forensic Section is not fully operational; for instance, some disciplines handle chain of custody manually, statistical information from drug cases are manually tracked and then entered into a separate database, and automatic reporting and tracking features are lacking.

The proven accuracy of this information is extremely important to ensure court acceptance and minimize dismissal of criminal charges based on faulty evidential results.

Therefore, the implementation of a purchased system with integration of the instrument data with a management and workflow system is crucial. The risk associated with the information presented in court cases makes this an ideal candidate for a purchased system where much of the support is handled by the vendor. Information from this system needs to interact with some current applications maintained by the IT, and CJIS. This will require additional IT support.

Staffing:

Additional 2 programmer/analysts:

The office's Information Technology Division continues to automate many manual processes, creating better efficiencies for the divisions supported. This has been accomplished with no additional FTEs, augmenting staff through use of consultants. However, increasing consultant responsibility in projects also increases project risk. When consultants work on a project, they gain the knowledge and expertise, and the transfer of knowledge and expertise to current IT staff is limited. The cost of consultants is extremely high and control of the processes performed is limited. This creates additional work for current IT staff after consultants are gone.

The office is now at the critical point of not having enough IT staff to provide the core services and continue the process of building efficiencies. Information sharing has become essential to the success of the office's endeavors. For instance, much of the sex offender information is still shared through paper and mailing with significant delays between local law enforcement, states attorneys, courts and this office. These processes must be automated, but in doing so, the complexity of office applications and network connections increase exponentially. This requires an increase in IT staff and in the depth of knowledge and skill of these individuals.

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Providing the staff needed to support the infrastructure for real time information sharing has become a critical issue. This request includes an enhancement to the office's budget for additional IT staff to address this crucial issue.

The failure to adequately staff IT will result in the need for additional funding for consultants.

Business Areas Supported and Applications:

This office IT staff has been 8 IT FTEs for over 10 years. The only exception to that is 2 FTEs assigned to the Criminal Justice Information Sharing program. These 2 FTEs work closely with ITD to maintain the Criminal Justice hub and with this office to understand the criminal justice process. It is important these positions reside in a criminal justice agency for many reasons, but they are not assigned to work on projects that strictly benefit the Office of Attorney General, nor is their time allocation under the direction of the IT Division.

The IT Division provides support for all office divisions. The systems supported include a Charitable Gaming Management system, a Consumer Protection Complaint system, a Lottery Management and Subscription system, a Licensing system for various licenses issued by this office, a Legal and Fire Marshal Billing and time tracking system, Agency Time Keeping, and other miscellaneous applications. Between the Crime Lab, BCI and CJIS, the office has multiple applications which use the majority of IT support and enhancement efforts.

Currently 85% of office application development effort supports BCI, the Crime Lab, and the CJIS/State Radio Interfaces to support local law enforcement, which leaves 15% of IT efforts to support legal, Gaming, Consumer Protection, Fire Marshal, administration and other office business areas. The other divisions need significant IT service, however law enforcement takes higher priority most of the time. The office cannot provide enough support for all divisions' IT needs.

The office IT requested general support (fixes and small enhancements) continues to grow. In July 2006, the these items totaled 1,912 hours, 2,224 hours in July 2007, an increase of 14% and 2,798 hours in July 2008, an increase of 21%. These hours do not reflect needed application rewrites or new programs. The office is unable to move ahead using current staffing levels, or continue to support what has already been built using current staffing levels. Burnout of IT staff becomes a more real possibility if this is not addressed.

Retention of personnel is a key to office success. According to marketplace studies, it takes 26% more time and effort to train IT personnel than most other professions. Burnout and low pay are key reasons for losing IT staff. Constant learning is a way of life for technical people, but when one is required to be a jack-of-all-trades it can become so overwhelming as to become detrimental to the success of the team. Adding staff will help in this area. Continuing to address salaries for key IT technical positions, as ITD is also doing, is a key success factor. Training continues to attract new staff, as does marketing the ability to work with criminal justice entities.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

The increase in normal software/hardware/network costs is approximately 9% attributable to increase in software licenses, software upgrade increases, and converting desktops to laptops for more BCI agents for field use. The other major increase is for additional IT staff. This budget requests two additional FTEs for application development. Additional information is provided in the Planned Infrastructure Activities Narrative.

2. Total number of desktop computers: 129
   Number of desktops for which you are requesting replacement funding: 64
   Average replacement cost/desktop: 550

3. Total number of laptop computers: 63
   Number of laptops for which you are requesting replacement funding: 32
   Average replacement cost/laptop: 1,502

What state planning region are these desktop/laptop computers located?

Region 1 2 **2** 6 **3** 2 **4** 12 **5** 8 **6** 3 **7** 156 **8** 3

4. What percentage of these pcs are running the following operating systems:
        (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan
Asset Replacement Plan

U1377-Desktops and U1390 Laptops

The state ITD guidelines recommend replacing desktops every 4 years and laptops every 3 years. This office uses a 4 year replacement period for desktops and laptops, which is adequate. Some desktops are trickled down in the office to non-desktop units, such as for lab equipment, test desktops, etc. Some laptops are trickled down to be checked out. The trickle down units are usually replaced with other trickled down machines in the next biennium or two. The rest of the replaced units are surplused.

U1378-Diagnostic Equipment and Tools

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The office does not budget specifically for each item in this category. The office replaces these as needed based on prior expenditures.

<u>U1379-Printers and U1386 Projectors</u>

Printers and projectors are on an 8-year replacement cycle. This office budgets for replacements for this equipment. Replacement is based on need and cost. Some printers and projectors may begin to have problems after 4 years and may be replaced sooner while others may last 8 years or more without any problems at all.

<u>U1380-U1381-U1388 Software</u>

The office pays annual maintenance where appropriate, and budgets for upgrades on the rest every biennium. Inventory is reviewed on an annual basis, and upgrades are planned biennially where needed. The office plan is to stay as current as practical with the latest versions, and to stay within the state EA guidelines. The budget reflects this plan.

<u>U1389 Operating system Software</u>

Desktop operating systems remain with each desktop. When new desktops and laptops are purchased for replacement, the current operating system is purchased. The office maintains 2 operating systems over any given four-year period . This falls within the state Enterprise Architecture guidelines and saves us time and money.

Server operating system software is kept as current as practical and always within state EA guidelines.

<u>U1382 and U1384 - Servers - storage</u>

The servers are on an 8 year replacement cycle and this budget reflects the amount needed to replace the servers according to this cycle. The office has a SAN purchased in 2005. The SAN is capital equipment to be replaced at the end of an 8-year life cycle. We anticipate a request for replacement in the 2011-2013 biennium.

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IT5110	SALARIES - PERMANENT	$1,061,320	$1,276,032	$20,260	$1,296,292	$1,363,189
IT5111	ADDITIONAL SALARIES	$0	$0	$199,250	$199,250	$199,250
IT5130	TEMP SALARIES	$37,791	$14,191	$0	$14,191	$14,191
IT5140	OVERTIME	$2,500	$0	$0	$0	$0
IT5160	FRINGE BENEFITS	$363,899	$411,275	$3,378	$414,653	$459,161
IT5161	ADDITIONAL FRINGE BENEFITS	$0	$0	$66,090	$66,090	$70,000
IT5310	IT SOFTWARE AND SUPPLIES	$531,000	$255,000	$100,492	$355,492	$713,000
IT5510	IT EQUIPMENT UNDER $5000	$155,245	$152,985	$65,746	$218,731	$430,500
IT6010	IT DATA PROCESSING	$869,504	$722,476	$2,739	$725,215	$660,900
IT6020	IT COMMUNICATIONS	$369,587	$337,158	$34,070	$371,228	$461,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,024,356	$344,356	$13,078	$357,434	$213,000
IT6930	IT EQUIPMENT OVER $5000	$161,000	$70,000	$0	$70,000	$0
	Total Budget:	**$4,576,202**	**$3,583,473**	**$505,103**	**$4,088,576**	**$4,584,191**
001	STATE GENERAL FUND	$2,202,806	$2,367,191	$481,463	$2,848,654	$3,376,839
250	ATTORNEY GENERAL REFUND FUND 250 F	$22,523	$22,523	$0	$22,523	$25,000
292	LOTTERY FUND 292	$271,278	$280,198	$23,638	$303,836	$313,000
292	Lottery Operating Fund	$150,760	$174,398	$0	$174,398	$188,350
322	ATTORNEY GENERAL FUND 322	$998,392	$620,563	$0	$620,563	$681,000
G020	JAG GRANT	$29,063	$118,600	$0	$118,600	$0
G181	CRIME LAB FORENSIC CASEWORK DN		$0	$0	$0	$0
G278	NEW GRANT AG'S OFFICE	$901,380	$0	$0	$0	$0
	Total Funding:	**$4,576,202**	**$3,583,473**	**$505,103**	**$4,088,576**	**$4,584,191**

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Project: 1   **LIMS Replacement with Toxicology Module**

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Agency Priority - 1   **Project Type:** Application replacement   **Age of Current Application:** 4

Project description
This project will deploy a Crime Lab Information Management System (LIMS) to replace the current in-house developed system and provide the Crime Lab the functionality to manage information tracking evidence related to cases, training records, statistical information, tracking techniques in the analysis, identification, and comparison of physical evidence involved in the investigation and prosecution of criminal offenses statewide. Integration with CJIS will be developed also.

Briefly describe the business need or problem driving the proposed project.
The Crime Lab Division uses a number of software tools in lieu of a single, unified LIMS system for tracking evidence, writing reports, reporting statistics, and tracking certifications.   Some of the applications in use are more than 10 years old. Currently, these systems and applications have been meeting the Lab's needs only with modifications and time-consuming manual manipulation of the databases for tracking evidence. No interfaces with analytical instrumentation exist.

Describe how the project is consistent with the organizations mission.
The Office of Attorney General, Crime Lab Division provides scientific support to the state's criminal justice system by use of accepted techniques in the analysis, identification, and comparison of physical and toxicological evidence involved in the investigation and prosecution of criminal offenses. The Crime Lab currently has eighteen employees. The Crime Lab is a full service lab and processes over 7,000 criminal cases a year.

Describe the anticipated benefits of the project and who will derive the benefits.
Many of the current manual processes which take hours for Crime Lab personnel to complete will be reduced to minutes. All information will be complete within one application, without needing to download information into spreadsheets to produce statistics and analysis. An automated system will allow the Crime Lab to better handle the current increase in workload efficiently. It will also provide more timely information to local law enforcement.

Describe the impact of not implementing the project.
Workload will continue to increase. Risk will become greater as more sophisticated equipment is being used and manual processes continue to analyze and publish the results.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Requirements and RFP must be well defined.   An RFI will be issued and will use contract services along with internal IT staff to ensure project completeness. There will be several interfaces and interaction with others, such as local law enforcement, CJIS, states attorneys, and BCI that will be critical to the success of this project. The number of entities involved increases risk. Crime Lab personnel will perform significant testing besides their normal workload.

Describe the additional costs?
The additional costs are labor costs for an internal project manager and for travel and training.

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Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $21,000

Optional Project Costs -

Total Project Cost? -   **$286,000**

Tot Proj Costs + Optionals -   **$286,000**

What additional expenditures are being paid out of non-appropriated funds?

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IT5310	IT SOFTWARE AND SUPPLIES	$0	$268,000	$0	$268,000	$0
IT5510	IT EQUIPMENT UNDER $5000	$0	$27,000	$0	$27,000	$7,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$400,000	$0	$400,000	$84,000
	Total Budget:	**$0**	**$695,000**	**$0**	**$695,000**	**$91,000**
001	STATE GENERAL FUND	$0	$0	$0	$0	$91,000
250	ATTORNEY GENERAL REFUND FUND 250 F	$0	$695,000	$0	$695,000	$0
	Total Funding:	**$0**	**$695,000**	**$0**	**$695,000**	**$91,000**

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Agency Priority - 2 **Project Type:** New initiative

Project description

This project will deploy capture device technology to sites across North Dakota. Offenders will register and provide changes to information such as home address, work and school information. The system will further function as a notification to local law enforcement to help track the movement and detect non-compliance more quickly. The capture devices will validate identification through fingerprints, take pictures and/or videos.

Briefly describe the business need or problem driving the proposed project.

From the time of release from jail or prison to the registration in a local jurisdiction is a manual process. Information entered in the state system can occur a week later than the release due to mailing times and manual processes. It is crucial for the state to have up-to-date information on the whereabouts of offenders. The onus will be on offenders to check-in and provide current information which would be available real time.

Describe how the project is consistent with the organizations mission.

This project is consistent with the office's mission and/or strategic plan. The office is responsible for maintaining a repository of offender registrations. This information is used by ND entities and certain offender information is displayed on a public web site. This update is crucial to the ongoing success of tracking offenders.

Describe the anticipated benefits of the project and who will derive the benefits.

Provide real-time updates to offender repository resulting in more timely availability of information

Realize time savings for local law enforcement, BCI, and parole officers

Provide a higher level of credibility in the accuracy of the information

Provide more timely information to criminal justice entities

Describe the impact of not implementing the project.

The onus continues to be on local law enforcement.

Manual processes continue through use of mail for offender information to be processed and available nationwide.

Notifications and validations of movement will continue to be slow and sometimes very time-consuming.

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Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Vendors - Tight contract with solid deliverables - requirements well defined   Multiple stakeholders - local law enforcement, Department of Corrections, BCI, CJIS - a team will formulate high level processes between criminal justice entities involved

New technology - identify early-address security-find expertise to help

Describe the additional costs?

The BCI budget includes $387,328 for professional services for this project. This project will be active once the grant is awarded and a project plan is developed. Also included is $110,000 in salaries for a project manager and developers working on the project.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $487,328

Optional Project Costs -

Total Project Cost? -   **$731,328**

Tot Proj Costs + Optionals -   **$731,328**

What additional expenditures are being paid out of non-appropriated funds?

N/A

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6930	IT EQUIPMENT OVER $5000	$0	$315,000	$0	$315,000	$0
	Total Budget:	**$0**	**$315,000**	**$0**	**$315,000**	**$0**
G197	Cops Rural Meth Initiative 06	$0	$315,000	$0	$315,000	$0
	Total Funding:	**$0**	**$315,000**	**$0**	**$315,000**	**$0**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
North Dakota state tax administration and revenue collection is supported through the use of technology enablers such as the Gentax integrated tax system, web e-file applications, personal computers, imaging and automated data capture, and desktop productivity tools such as Word, Excel, Access, and PowerPoint.
The Gentax system is a client server application built on the Windows .net architecture. All tax department employees have access to the Gentax system via the desktop PC. The Gentax application and database servers are hosted and supported by Information Technology Department (ITD).
The department has an Information Technology support section of 6 staff members. The department IT staff provides the following IT services to department staff:
> Support for daily operation of the GenTax system; monitoring GenTax scheduled jobs and resolution of problems as they arise.
> Support for over 180 desktop PCs and printers.
> Support for a variety of small Access databases used to track ad hoc issues throughout the department
> Support for development, testing and implementation of internet and intranet changes.
> Modifications for GenTax configuration and modules as well as requests for enhancements, maintenance and required legislative changes with assistance from the FAST Enterprises on-site support team.

The department contracts with Fast Enterprises for on-site support services for the Gentax integrated system. FAST on-site staff provides the following support services:
> Resolve defects in ND-specific configurations and modules (defects not covered by maintenance)
> Assist with system configuration changes to implement legislative mandates such as changes to rates, line items, and compliance issues.
> Enhance the utilization of GenTax by Tax Department staff by improving related business processes, identifying opportunities for additional efficiencies, and expanding the analysis of data.
> Assist with changes and development of new interfaces to other systems (e.g. online filing, imaging requests).
> Coordinate problem resolutions and upgrade requests with Fast Enterprises Solution Center.
> Coordinate best practice recommendations with other Fast Enterprise clients.

> Analyze and install service packs and upgrades.

> Fine tune performance issues.

> Maintain, analyze and review databases.

> Provide training for developers, operators and end users
While considerable knowledge transfer has been achieved during the current biennium, the complexity and depth of GenTax requires ongoing support from FAST to maintain the GenTax product.

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Planned Infrastructure Activities and Changes

The department contracts with ITD for server hosting, database hosting, data storage and software development to support our current e-file initiatives.

Our primary system is the integrated Gentax system which was implemented under the TREND project. The TREND Project finished on time and under budget on June 30, 2007. The Gentax system is maintained by department IT staff along with FAST Enterprises on-site support.

Noteworthy IT milestones implemented internally by the Tax Department over the past year are:

1. Implemented the Legislative mandated Property Tax Relief Program including issuance of certificates to taxpayers, carrying credits forward and submitting EFT to counties.
2. Implemented changes for 2008 processing season for all tax types.
3. Implemented quarterly Local Option Tax changes.
4. Implemented new core recoveries modeling (Revenue Accounting component).
5. Implemented new security features.
6. Implemented user tracking.
7. Implemented Service Pack (G) for mail subsystem making the system faster and more efficient.
8. Implemented Service Packs (A-E) for all subsystems.
9. Completed Oil and Gas Interface to replace A/R Process previously residing on Legacy.
10. Automated Contractor's Clearance Project (approximately 1,500 taxpayers) moving from 100 percent manual process to very minimal manual intervention.
11. Automated processes for compliance of Income Tax Withholding Tax allowing for annual reconciliation, non-filer process to begin in a timelier manner.
12. Automated processes for compliance of Sales Tax using auto generated letters resulting in substantially fewer work items requiring manual intervention.
13. Implemented reconciliation process for compliance of Motor Fuels reconciling inventories for each licensed motor fuel dealer on an annual basis rather than relying on dealers to submit data.
14. Implemented new Discovery Manager and set up seven IIT discoveries, three of which currently are being pursued.
15. Developed CIT discoveries to be implemented within the next couple of months.

All of these milestones have been completed internally with department IT and FAST Enterprises staff with no outsourcing for services, except for the Oil and Gas Interface. ITD assisted Tax Department IT and GenTax developers with interfacing the PowerBuilder System with GenTax. In addition to the service requests identified above, Tax Department IT staff continues to provide on-going support for enhancement service requests logged using the GenTax® SQR Manager.

Changes which require Optional Adjustments:

1. Included in IT Contract Services and Repairs is the amount of $1,234,000 for ongoing on-site support from Fast Enterprises.

   Funding this request will allow the Tax Department to contract with FAST Enterprises for continued on-site support. While considerable knowledge transfer has been achieved during the current biennium, the complexity and depth of GenTax will require ongoing support from FAST to maintain the GenTax product.
   FAST support staff has access to GenTax Core Code to which Tax IT staff does not have access. The Core Code is the propriety code of the GenTax system. Tax IT staff only has access to ND specific code and the modules that allow configuration changes for this site. When there is a need to trace functions performed within the GenTax Core Code, only FAST staff has the ability to do this.
   On-site support is a critical component to the successful use of the integrated tax system. FAST resources work directly with Tax Department and ITD staff to ensure the

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system is providing the most effective functionality, while increasing the State's level of competence for ongoing operations and maintenance.

On-site FAST developers ensure that version/release control of the State's new integrated tax system is managed effectively. This also allows the department to increase the knowledge transfer for configuration changes required to support legislative changes to the N.D.C.C.

Service Packs complement and enhance the GenTax Core product. As more taxing jurisdictions purchase the GenTax product, ND Tax Department benefits from the added components and configuration required to meet the needs of all GenTax clients. FAST staff on site ensures that these service packs are installed in a timely and effective manner. In addition, if the State funds the maintenance and support contract at the level proposed by the vendor, this support will apply to full system upgrades as well. Finally, this expanded support enables the Tax Department to configure and implement additional taxes into the GenTax system, further enhancing the integrated approach to tax processing, administration, and compliance.

2. The IT Software and Supplies has an optional amount of $65,075 which will cover increased maintenance costs for the Gentax integrated system.

3. IT Equipment over $5000 has the optional amount of $58,000 to replace two high volume scanners and two network printers.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 157

   Number of desktops for which you are requesting replacement funding: 115

   Average replacement cost/desktop: 784

3. Total number of laptop computers: 43

   Number of laptops for which you are requesting replacement funding: 26

   Average replacement cost/laptop: 1,600

What state planning region are these desktop/laptop computers located?

Region 1   2 **2**   5 **3**   0 **4**   3 **5**   8 **6**   2 **7**   178 **8**   2

4. What percentage of these pcs are running the following operating systems:

   (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?

Please explain:

IT Asset Management Plan

Hardware:

Desktop PCs are replaced every 4 years and notebook PCs are replaced every 3 years.

Leased high volume printer – This is our high volume printer which is under lease until Jun 30, 2009. In May of 2009 we will determine if we will renew the existing lease for the same printer or enter into a new lease with a newer high speed and volume printer.

Laser printers – We have 7 HP Laser printers which 2 are scheduled to be replace next biennium and the remaining 5 to be replaced the subsequent biennium.

Scanners – We have 6 high volume scanners and 8 are hand held single image scanners.

The single image scanners are replaced as needed since their costs are under $300 per unit. These scanners are replaced about every 4 years or as needed.

The high volume scanners used for processing of tax returns are scheduled to be replaced every 6 years with 2 scanners being replaced each biennium. The need for these scanners is being evaluated yearly as e-file is continuing to reduce the volume of documents being scanned.

Software:

All COTS software is covered by yearly maintenance contracts. These contracts are reviewed each year when the maintenance contract is due to see if the software is still being used and to review the value of the software maintenance contact.

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All licenses for Microsoft Office are covered via the Microsoft Software Assurance plan. This provides us upgrades and fixes to the entire Microsoft Office suite for all of our PCs.

Human Capital:

The Tax Department has 6 IT staff and one IT Manager. We are in the process of reviewing all IT staff PIQs as 4 of the 6 PIQs were over 5 years old. Currently we have 3 Data Processing Coordinators and 3 Programmer Analysts at different levels. Our main focus with the IT staff is retention so we are consistently looking for ways to improve their environment and making sure we are competitive with other employers.

A salary study is planned for October 2008 to determine if our IT salaries are competitive with other State Agencies with similar IT positions. Adjustments will be evaluated if inadequacies are found in the positions.

PIQs and salaries will continue to be reviewed each year during Performance Evaluations. Training was provided for staff in the past when we moved into new technologies. We are continuing to look for training opportunities for staff.

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IT5110	SALARIES - PERMANENT	$0	$719,544	$0	$719,544	$0
IT5160	FRINGE BENEFITS	$0	$233,564	$0	$233,564	$0
IT5310	IT SOFTWARE AND SUPPLIES	$1,167,425	$1,167,425	$65,075	$1,232,500	$1,300,000
IT5510	IT EQUIPMENT UNDER $5000	$39,600	$57,600	$74,187	$131,787	$85,000
IT6010	IT DATA PROCESSING	$1,120,120	$1,111,120	$27,343	$1,138,463	$1,250,000
IT6020	IT COMMUNICATIONS	$196,000	$192,000	$0	$192,000	$192,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,795,550	$11,000	$1,234,000	$1,245,000	$1,295,000
IT6930	IT EQUIPMENT OVER $5000	$18,000	$0	$58,000	$58,000	$58,000
	Total Budget:	**$4,336,695**	**$3,492,253**	**$1,458,605**	**$4,950,858**	**$4,180,000**
001	STATE GENERAL FUND	$1,989,145	$3,492,253	$1,458,605	$4,950,858	$4,180,000
287	INTEGRATED TAX SYSTEM FUND 287	$2,347,550	$0	$0	$0	$0
	Total Funding:	**$4,336,695**	**$3,492,253**	**$1,458,605**	**$4,950,858**	**$4,180,000**

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Version: 2009-B-01-00127

Project: Oil&Gas **Oil & Gas Gentax Integration**

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Agency Priority - 1 **Project Type:** Application replacement **Age of Current Application:** 8

Project description
This project will include the modification of existing components and configuring new components required within the GenTax system to integrate the Oil and Gas tax returns. When completed, the Gentax system will replace the current Oil & Gas tax system that is currently managed by ITD. The Oil & Gas system manages tax returns which provided the state revenue of just over $188 million over the last year.

Briefly describe the business need or problem driving the proposed project.
The current system is one of the last silo tax systems within the Tax Department. This system was developed by ITD in 1999 using Power Builder. Since PowerBuilder is not an Enterprise Architecture approved standard for software development, ITD is no longer doing development in Power Builder and their resources for maintaining the system are quickly diminishing.

Describe how the project is consistent with the organizations mission.
When completed, all areas of the Oil & Gas tax will be administered using the Gentax system. Currently only the Accounts Receivable component of this tax is administered using Gentax with a complicated interface back to the existing Power Builder system to process returns, payments and refunds.

Describe the anticipated benefits of the project and who will derive the benefits.
Modifications to the new system will be timelier because changes to the system will be made in-house by existing Tax Department IT staff.

The Oil and Gas returns will be one of many tax types administered using the Gentax system. This consistency across tax types enables Tax Department IT staff to generate reports, make EOY changes, and modify the configuration to make enhancements to the Oil and Gas tax type just as they do for all other tax types.

Describe the impact of not implementing the project.
If the project is not implemented, the Tax Department will continue to administer this tax type using the existing PowerBuilder based system. ITD will continue to support the current system with no guarantee of quality of the PowerBuilder resources available.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Administering the Oil and Gas Tax returns, payments and refunds within GenTax will be quite different than it is using the existing system. Extensive training for all staff members will be required to make a smooth transition.

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Describe the additional costs?

The additional costs are staff costs based on ITD's "ESTIMATING AND REPORTING REALLOCATED STAFF COSTS" spreadsheet.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -	$225,000
Optional Project Costs -	$0
Total Project Cost? -	**$1,725,000**
Tot Proj Costs + Optionals -	**$1,725,000**

What additional expenditures are being paid out of non-appropriated funds?

None

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Project: **Oil&Gas** **Oil & Gas Gentax Integration**

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0		$1,500,000	$1,500,000	$0
	Total Budget:	**$0**		**$1,500,000**	**$1,500,000**	**$0**
001	STATE GENERAL FUND	$0	$0	$1,500,000	$1,500,000	$0
	Total Funding:	**$0**		**$1,500,000**	**$1,500,000**	**$0**

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Version: 2009-B-01-00127

Project: TAP/FIT TaxPayer Access Program/Financial Institution Tax

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Agency Priority - 1   **Project Type:** New initiative   **Age of Current Application:** 7

Project description

Taxpayer Access Program (TAP) is a module within Gentax which provides secure taxpayer self-service functions via the Internet. Taxpayers can view account status, inspect filing and payment history, and file and pay online.

TAP also has the ability to provide a web presence to allow taxpayers to enter a specific tax type return directly into Gentax after validation. This capability within TAP would replace the current Financial Institution Tax (FIT) front end system.

Briefly describe the business need or problem driving the proposed project.

Currently Gentax is used only for accounts receivable for FIT, and we maintain a separate system to collect and manage FIT returns. The existing FIT system is a standalone system which was developed by an external company that no longer supports the system. Legislative changes required to this system are quite cumbersome because of the complexity and unique way it was developed.

Describe how the project is consistent with the organizations mission.

Our Vision statement reads 'The vision of the Office of State Tax Commissioner is to instill the highest degree of public confidence in our integrity and reliability by providing prompt, accurate and courteous service while promoting compliance with the tax laws of North Dakota".

Describe the anticipated benefits of the project and who will derive the benefits.

TAP will allow taxpayers to view the status of their refunds, allow businesses to file change of address notices, review returns from past years and make payments for taxes due.

The additional information available on the Internet will provide prompt and accurate information for FIT customers in a timelier manner. Phone calls should be reduced allowing for more time for staff to provide courteous service promoting compliance of the FIT laws of North Dakota.

Describe the impact of not implementing the project.

The FIT tax returns will continue to be processed using the current, unstable, standalone system. The problems associated with FIT will continue unless we hire a vendor to rewrite the front end collection of FIT returns and then integrate the collected tax return into GenTax.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

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Project: TAP/FIT   TaxPayer Access Program/Financial Institution Tax

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There are no risks; the risk is in not implementing this project. GenTax is the tool used to administer most tax types for the past two years. Any modifications made to the system to implement additional tax types undergo extensive testing before migrating them to NDP.

Describe the additional costs?

The additional costs are staff costs based on ITD's "ESTIMATING AND REPORTING REALLOCATED STAFF COSTS" spreadsheet.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -	$187,500
Optional Project Costs -	$0
Total Project Cost? -	**$1,437,500**
Tot Proj Costs + Optionals -	**$1,437,500**

What additional expenditures are being paid out of non-appropriated funds?

None

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Project: TAP/FIT **TaxPayer Access Program/Financial Institution Tax**

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$1,250,000	$1,250,000	$0
	Total Budget:	**$0**	**$0**	**$1,250,000**	**$1,250,000**	**$0**
001	STATE GENERAL FUND	$0	$0	$1,250,000	$1,250,000	$0
	Total Funding:	**$0**	**$0**	**$1,250,000**	**$1,250,000**	**$0**

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Project: **Infrastructure**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
The Office of Administrative Hearings utilizes ITD's SQL server services to host its database for billing and case management. It also uses ITD's server services for file and print functions.

Desktop PCs running XP Pro and the Microsoft Office 2003 suite are used for day-to-day activities.

Planned activities are to continue with the replacement cycle for desktops/laptops/printers. We are also going to be selecting a OTS case management system that is integrated with a billing system to replace the custom written Access application we are present using for case management. The case management system presently shares some tables with the billing system but it is not truly integrated to reduce input of duplicate information.

OAH is also moving toward a paperless case system. To do this, we will also need to purchase a high-speed scanner and associated software.

Planned Infrastructure Activities and Changes
(1) Have modern, integrated IT tools that are well-supported;
(2) Continue to maintain and enhance all systems to meet OAH, user agency, customer, and public requirements;
(3) Maintain and expand case management and case tracking, and case reporting capabilities, to include document management functions;
(4) Have easily and publicly accessible, accurate, and consistent information and data.

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Project: Infrastructure

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
Not applicable.

2. Total number of desktop computers: 8
  Number of desktops for which you are requesting replacement funding: 1
  Average replacement cost/desktop: 1,260

3. Total number of laptop computers: 3
  Number of laptops for which you are requesting replacement funding: 3
  Average replacement cost/laptop: 1,814
What state planning region are these desktop/laptop computers located?

Region 1		**2**		**3**		**4**		**5**		**6**		**7**		**8**	
0		0		0		0		0		0		4		0	

4. What percentage of these pcs are running the following operating systems:
         (total should be equal to 100%)

Open Source OS	0	**%**
MAC OS	0	**%**
Windows Vista	0	**%**
Windows XP	100	**%**
Other	0	**%**

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
OAH employs five (5) FTEs - 3 full-time ALJs (2 in-house; 1 telecommute) and two full-time support staff personnel. The infrastructure will support the operations of the main office and the telecommute employee to provide administrative hearings and related work to requesting client agencies, as well as allow OAH the ability to manage the caseload and bill client agencies for its services. OAH also maintains a web presence and is increasing the value to the taxpayers by implementing the publication of some of its decisions on the site.

OAH's only IT person is its office manager, who manages the OAH's IT functions as part of her overall job description. It ranges from .3 to .5 FTE, depending on cyclical demand.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$9,000	$9,000	$0	$9,000	$9,000
IT5510	IT EQUIPMENT UNDER $5000	$16,500	$9,000	$5,500	$14,500	$13,000
IT6010	IT DATA PROCESSING	$48,747	$48,747	$0	$48,747	$48,747
IT6020	IT COMMUNICATIONS	$15,000	$15,000	$0	$15,000	$15,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,000	$1,000	$0	$1,000	$1,000
	Total Budget:	**$90,247**	**$82,747**	**$5,500**	**$88,247**	**$86,747**
266	ADMINISTRATIVE HEARINGS FUND 266	$90,247	$82,747	$5,500	$88,247	$86,747
	Total Funding:	**$90,247**	**$82,747**	**$5,500**	**$88,247**	**$86,747**

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Project: **OAH-001**   **Case mgmt/billing upgrade; new document mgmt sys**

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Agency Priority - 1   **Project Type:** New initiative   **Age of Current Application:** 10

Project description

Integrated software for case management, billing, and file document management services.

Briefly describe the business need or problem driving the proposed project.

OAH currently has a case management system that was written in-house in Access. Its billing system was written in 1998 in VB6. Both systems share tables but are not truly integrated. OAH also desires to move towards a paperless file document system. Software would also integrate with the new CMS and billing software. Purchasing an OTS solution would ensure that support is always available, as opposed to what might happen if the agency's only IT person would leave and the CMS be unsupported.

Describe how the project is consistent with the organizations mission.

It would allow OAH staff to better manage the information needed for hearing request files.

Describe the anticipated benefits of the project and who will derive the benefits.

OAH staff would be able to more quickly and easily locate and access file-related information. It would also provide a better billing solution as some steps in billing are somewhat piecemeal at this time. A paperless filing system would reduce the space needed for storage and retrieval of file-related documents. The new billing system would be integrated with the case management system, reducing the number of times information will need to be keyed in.

Describe the impact of not implementing the project.

Storage of paper documents will continue to be done. With the increasing complexity of hearing files, the hearing records are becoming larger, sometimes requiring several bankers boxes to hold them. The files are handled several times between the initial request for designation of an administrative law judge and the return of the hearing file to the requesting agency.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

No risks.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs - $0

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140   OFFICE OF ADMINISTRATIVE HEARINGS

Version: 2009-B-01-00140

Project: OAH-001   Case mgmt/billing upgrade; new document mgmt sys

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Total Project Cost? - $0
Tot Proj Costs + Optionals - $0

What additional expenditures are being paid out of non-appropriated funds?
None.

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140   OFFICE OF ADMINISTRATIVE HEARINGS
Version: 2009-B-01-00140
Project: OAH-001   Case mgmt/billing upgrade; new document mgmt sys

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$0	$6,200	$0	$6,200	$400
IT5510	IT EQUIPMENT UNDER $5000	$0	$4,000	$0	$4,000	$0
	Total Budget:	**$0**	**$10,200**	**$0**	**$10,200**	**$400**
266	ADMINISTRATIVE HEARINGS FUND 266	$0	$10,200	$0	$10,200	$400
	Total Funding:	**$0**	**$10,200**	**$0**	**$10,200**	**$400**

IT Plan – Agency Submitted

150   LEGISLATIVE ASSEMBLY

Version: 2009-B-01-00150

Project: Infrastructure

Date: 11/20/2008

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Agency IT Plan Contact Data

Maryann F. Trauger

Manager, Information Technology Services

North Dakota Legislative Council

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Review of Agency's IT Architecture

The mainframe legacy systems used by the Legislative Assembly run on TSO and CICS. The Lotus applications run on the Lotus server. The legacy systems include the session systems, i.e., bill drafting system, bill status, journal system, journal subsystems, calendar, committee hearing system, etc. Session Lotus applications include Fiscal Notes and the Telephone Message System. LAWS, Conflicts, and LegSS (the Calendar system and Bill Number Assignment system) use WebSphere and Java with "bridges" to mainframe legacy systems. The Budget Status system uses PowerBuilder and Oracle. The International Roll Call voting system interfaces with the mainframe systems. Information is posted to the web for public use. The Administrative Code system is WebSphere, Java, and XML. The purpose of these systems is to manage session activities and provide information to legislators, agencies, and the public.

The interim systems generally are Lotus applications and include the expense voucher system and interim committee management. Word, Excel, and PowerPoint are used to prepare documents. The purpose of the Lotus applications and Microsoft products is to manage interim activities and provide information to legislators, agencies, and the public.

ITD staff supports the legacy mainframe systems as needed. Consultants support the bill drafting system, the Lotus applications, and the voting system as needed. In-house staff include the Manager of IT Services, the Education Administrator, the LAN Administrator, and the Systems Administrator. A Director of Information Technology will start November 3, 2008.

Planned Infrastructure Activities and Changes

The Legislative Assembly software infrastructure consists of legacy applications, the voting system, and Lotus applications. These applications are supported by ITD staff and consultants as needed. Eventually, all except the voting system will be replaced with current technology.

IT Plan – Agency Submitted

150 LEGISLATIVE ASSEMBLY

Version: 2009-B-01-00150

Project: **Infrastructure**

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

n/a

2. Total number of desktop computers: 18

   Number of desktops for which you are requesting replacement funding: 0

   Average replacement cost/desktop: 0

3. Total number of laptop computers: 216

   Number of laptops for which you are requesting replacement funding: 0

   Average replacement cost/laptop: 0

What state planning region are these desktop/laptop computers located?

Region 1 0 **2** 0 **3** 0 **4** 0 **5** 0 **6** 0 **7** 234 **8** 0

4. What percentage of these pcs are running the following operating systems:

   (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	92 **%**
Windows XP	4 **%**
Other	4 **%**

5. What additional expenditures are being paid out of non-appropriated funds? 0

Please explain:

IT Asset Management Plan

Laptops and desktops will be replaced on a four-year cycle. The next hardware replacement is expected to be in 2012.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$53,700	$102,020	$0	$102,020	$102,020
IT5510	IT EQUIPMENT UNDER $5000	$370,000	$372,047	$0	$372,047	$372,047
IT6010	IT DATA PROCESSING	$533,984	$508,420	$0	$508,420	$508,420
IT6020	IT COMMUNICATIONS	$501,650	$462,479	$0	$462,479	$462,479
IT6030	IT CONTRACT SERVICES & REPAIRS	$34,000	$13,000	$0	$13,000	$13,000
	Total Budget:	**$1,493,334**	**$1,457,966**	**$0**	**$1,457,966**	**$1,457,966**
001	STATE GENERAL FUND	$1,493,334	$1,457,966	$0	$1,457,966	$1,457,966
	Total Funding:	**$1,493,334**	**$1,457,966**	**$0**	**$1,457,966**	**$1,457,966**

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150 LEGISLATIVE ASSEMBLY

Version: 2009-B-01-00150

Project: 1   Committee Rooms Wall Displays/Audio/Video Install

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Agency Priority - 1   **Project Type:** New initiative

Project description

Install or replace mixer systems, recording systems, control panels, wall displays, software for each legislative committee room.

Briefly describe the business need or problem driving the proposed project.

The present ability to capture clear audio of the hearing proceedings is limited by the size and configuration of the rooms. Also, presently anyone coming into a committee room must check with others for the status of the bill or resolution in which they have an interest which causes problems with background noise, etc.

Describe how the project is consistent with the organizations mission.

The Legislative Assembly's primary goal is to determine policies for the operation of state and local government by making the laws of the state. This project will provide more timely information for legislators, lobbyists and the public on the bills and resolutions being heard in the committee room. It will provide for better audio capture of the hearing proceedings. It will reduce disruption in committee rooms.

Describe the anticipated benefits of the project and who will derive the benefits.

It will provide timely information to legislators, state agencies, and the public. Committee clerks will benefit from better quality recording of the minutes of the committee.

Describe the impact of not implementing the project.

Information about the status of bills being heard in committee will continue to be unavailable until the person enters the committee room and inquires about it. Committee clerks will lose a great deal of time trying to transcribe unclear recordings.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

The main risk would be malfunction of equipment. Backup equipment would be available. The committee clerks would continue to take notes to supplement the data on the recordings.

Describe the additional costs?

n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs - $0

Total Project Cost? -   **$0**

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Project: 1   Committee Rooms Wall Displays/Audio/Video Install

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Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?
n/a

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Project: 1 Committee Rooms Wall Displays/Audio/Video Install

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6930	IT EQUIPMENT OVER $5000	$0	$450,000	$0	$450,000	$0
	Total Budget:	**$0**	**$450,000**	**$0**	**$450,000**	**$0**
001	STATE GENERAL FUND	$0	$450,000	$0	$450,000	$0
	Total Funding:	**$0**	**$450,000**	**$0**	**$450,000**	**$0**

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150   LEGISLATIVE ASSEMBLY
Version: 2009-B-01-00150
Project: 2   Committee Support System Install

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Agency Priority - 2   **Project Type:** New initiative

Project description
The committee support system provides voting stations for committee members, computers for the chair and committee clerk for control of the process and voting, authentification, and the ability to listen to activities in other committee rooms.

Briefly describe the business need or problem driving the proposed project.
The system provides for vote capture which can be integrated into committee minutes and reports. Legislators need to be able to be in the committees when their bills are being heard and, through this system, are able to track their bills by listening to the proceedings in other committee rooms. In the future, it can be integrated with camera control, PA systems, recording devices, and video conferencing.

Describe how the project is consistent with the organizations mission.
The Legislative Assembly's primary goal is to determine policies for the operation of state and local government by making the laws of the state. This project will make committee voting results available electronically to be used in reports, etc. It will save legislators time because they will be able to be in committee when their bills are heard.

Describe the anticipated benefits of the project and who will derive the benefits.
The benefits of the project are the time saved by the legislators and committee clerks. Committee votes could be made available electronically for the public.

Describe the impact of not implementing the project.
If the project is not implemented, the committee voting process will continue to be a manual process which can contribute to errors. Legislators will continue to try to track their bills by checking each hearing frequently. Committee voting information is not readily available to legislators, agencies, and the public.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
There is always a risk of equipment malfunction. The committee clerks will continue to take manual notes to back up the electronic system.

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs - $0
Total Project Cost? -   **$500,000**

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Tot Proj Costs + Optionals -   **$500,000**

What additional expenditures are being paid out of non-appropriated funds?

n/a

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6930	IT EQUIPMENT OVER $5000	$0	$500,000	$0	$500,000	$0
	Total Budget:	**$0**	**$500,000**	**$0**	**$500,000**	**$0**
001	STATE GENERAL FUND	$0	$500,000	$0	$500,000	$0
	Total Funding:	**$0**	**$500,000**	**$0**	**$500,000**	**$0**

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150 LEGISLATIVE ASSEMBLY

Version: 2009-B-01-00150

Project: 3 Hall Monitor Replacement/Software Rewrite

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Agency Priority - 3   **Project Type:** Application replacement   **Age of Current Application:**

Project description
Replace aging hall monitors and add printing kiosks. Rewrite the standing committee hearing system, the interim committee display system, and integrate the conference committee system.

Briefly describe the business need or problem driving the proposed project.
The hall monitors and computers are old and could fail at any time. They are used to display daily hearings. The software application that runs the monitor system is mainframe and cumbersome to use. The monitors provide up-to-the minute meeting schedules. Failure would require that any committee hearing updates would have to be prepared, printed, and distributed as often as updates occur.

Describe how the project is consistent with the organizations mission.
The Legislative Assembly's primary goal is to determine policies for the operation of state and local government by making the laws of the state. The monitor system will replace the system that has been developed to support the legislative process.

Describe the anticipated benefits of the project and who will derive the benefits.
The monitor system helps legislators, agencies, and the public to be informed of current status of hearings. The work of the legislature can be performed more efficiently with up-to-date information. If print kiosks are installed in certain areas, it would be possible to reduce printing of hearing schedules. In the future, it could be possible to display daily activities in the capitol complex.

Describe the impact of not implementing the project.
Failure of the monitor system will inconvenience legislators and the public because hearing information will not be as readily available.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Failure of equipment is a risk, but that should be mitigated by the fact that the equipment would be new and can be readily replaced. Backup equipment would be available.

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs - $0

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Project: 3 Hall Monitor Replacement/Software Rewrite

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Total Project Cost? -   **$280,000**
Tot Proj Costs + Optionals -   **$280,000**

What additional expenditures are being paid out of non-appropriated funds?
n/a

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Project: 3 Hall Monitor Replacement/Software Rewrite

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6930	IT EQUIPMENT OVER $5000	$0	$280,000	$0	$280,000	$0
	Total Budget:	**$0**	**$280,000**	**$0**	**$280,000**	**$0**
001	STATE GENERAL FUND	$0	$280,000	$0	$280,000	$0
	Total Funding:	**$0**	**$280,000**	**$0**	**$280,000**	**$0**

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Project: 4   Legislative Applications Replacement System

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Agency Priority - 4   **Project Type:** Application replacement   **Age of Current Application:**

Project description

Replacement of legislative applications with a user-friendly editing program, replacement of mainframe-based print rendering engine with cost-effective rendering engine, replacement of legacy custom code with new software using modern tools, language, and techniques, and replacement of Lotus Notes applications.

Briefly describe the business need or problem driving the proposed project.

Technology obsolescence and loss of knowledgable support staff personnel will result in a system that is unsupportable (operations and maintenance) in the future and a significant risk of loss of critical systems that support the legislative process.

Describe how the project is consistent with the organizations mission.

The Legislative Assembly's primary goal is to determine policies for the operation of state and local government by making the laws of the state. The Legislative Assembly appropriates funds for the operation of state government and enacts legislation to carry out the policies it establishes. The Legislative Applications Replacement System will replace those systems which have been developed to support the legislative process.

Describe the anticipated benefits of the project and who will derive the benefits.

Replacement will eliminate dependency on mainframe legacy systems. Replacement of aging legislative systems will allow the legislative process to continue to function efficiently. Legislators, legislative staff, committees, various state agencies, and the public will benefit.

Describe the impact of not implementing the project.

Eventually, old legacy software will no longer be supported by vendors and there will be a lack of knowledgeable staff (due to retirement, job change, etc.) to maintain the systems. Users will have to work on dual platforms for different projects. Costs will be incurred for duplicate software. Learning requirement will be doubled.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Risks include the time limitations imposed by th legislative session, new solutions may not provide all the functionality of the old software, the large amount of data to convert and transfer, varying expertise of users, lack of funding, may not comply with ITD standards as they evolve, NDLC staff unable to support the solution, lack of NDLC staff to adequately test the solution. To mitigate these risks will require active communication, effective planning, monitoring, and coordination.

Describe the additional costs?

Using the guidelines on Mark Molesworth's e-mail dated 5-12-08 regarding Total Project Costs, the project complex and staff involvement medium resulting in an estimate of 25% of project cost in reallocated costs.

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Project: 4   Legislative Applications Replacement System

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Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -	$977,707
Optional Project Costs -	$0
Total Project Cost? -	**$4,888,534**
Tot Proj Costs + Optionals -	**$4,888,534**

What additional expenditures are being paid out of non-appropriated funds?

n/a

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Version: 2009-B-01-00150

Project: 4 Legislative Applications Replacement System

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$250,000	$0	$0	$0	$0
IT6010	IT DATA PROCESSING	$30,000	$0	$0	$0	$0
IT6030	IT CONTRACT SERVICES & REPAIRS	$3,545,827	$3,910,827	$0	$3,910,827	$0
IT6930	IT EQUIPMENT OVER $5000	$85,000	$0	$0	$0	$0
	Total Budget:	**$3,910,827**	**$3,910,827**	**$0**	**$3,910,827**	**$0**
001	STATE GENERAL FUND	$3,910,827	$3,910,827	$0	$3,910,827	$0
	Total Funding:	**$3,910,827**	**$3,910,827**	**$0**	**$3,910,827**	**$0**

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160   LEGISLATIVE COUNCIL

Version: 2009-B-01-00160

Project: **Infrastructure**

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Agency IT Plan Contact Data

Maryann F. Trauger

Manager, Information Technology Services

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Review of Agency's IT Architecture

The Legislative Council's software architecture consists of Lotus applications (for example, meeting materials and fiscal notes) and legacy systems (for example, the work registry system, the library systems, event system, etc.) which run on the state's mainframe. Microsoft Office is used for general office work. The Administrative Code is produced in XML.

The purpose of the Lotus applications, the mainframe systems, and Microsoft Office products is to manage interim activities and provide information to legislators, agencies, and the public.

ITD staff supports the legacy mainframe systems as needed. Consultants support the Lotus applications and the Administrative Code. In-house staff provides basic support and includes the Manager of IT Services, the Education Administrator, the LAN Administrator, and the Systems Administrator. A Director of Information Technology will start November 3, 2008.

Planned Infrastructure Activities and Changes

The Legislative Council software infrastructure consists primarily of Lotus applications and Microsoft Office. The Lotus applications eventually will be replaced with more current technology.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
n/a

2. Total number of desktop computers: 12
   Number of desktops for which you are requesting replacement funding: 0
   Average replacement cost/desktop: 0

3. Total number of laptop computers: 26
   Number of laptops for which you are requesting replacement funding: 0
   Average replacement cost/laptop: 0
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   38 **8**   0

4. What percentage of these pcs are running the following operating systems:
         (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	100 %
Windows XP	0 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:
n/a

IT Asset Management Plan
Laptops and desktops will be replaced on a four-year cycle. The next hardware replacement is expected to be in 2012.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$662,050	$0	$662,050	$0
IT5111	ADDITIONAL SALARIES	$527,744	$0	$0	$0	$662,050
IT5160	FRINGE BENEFITS	$0	$191,878	$0	$191,878	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$158,652	$0	$0	$0	$191,878
IT5310	IT SOFTWARE AND SUPPLIES	$134,270	$151,900	$0	$151,900	$151,900
IT5510	IT EQUIPMENT UNDER $5000	$103,255	$93,750	$0	$93,750	$93,750
IT6010	IT DATA PROCESSING	$551,432	$358,065	$0	$358,065	$358,065
IT6020	IT COMMUNICATIONS	$40,490	$43,100	$0	$43,100	$43,100
IT6030	IT CONTRACT SERVICES & REPAIRS	$185,550	$559,050	$0	$559,050	$559,050
IT6930	IT EQUIPMENT OVER $5000	$32,000	$21,000	$0	$21,000	$21,000
	Total Budget:	**$1,733,393**	**$2,080,793**	**$0**	**$2,080,793**	**$2,080,793**
001	STATE GENERAL FUND	$1,733,393	$2,080,793	$0	$2,080,793	$2,080,793
	Total Funding:	**$1,733,393**	**$2,080,793**	**$0**	**$2,080,793**	**$2,080,793**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
Agency IT Architecture

North Dakota Unified Judicial Branch (JBITD) Technical Environment
The North Dakota Court's technical environment consists of Windows based desktops, Citrix based thin clients and a variety of server platforms connected via an IP based network. Desktop support is provided through the SCAO by JBITD. Wide Area Network (WAN) service is provided by ITD.

Programming languages
    ASP.Net
    VB
    C#
    SQL
    HTML
    Crystal Reports
    RPG ILE (Integrated Language Environment)

Operating systems
    Windows 2000, 2003, XP, CE
    Microsoft IIS (Version 5 and 6) Web Server
    Windows 2000 and 2003 Server
    Citrix (five Citrix servers supporting 250 clerks' thin client devices)
    OS/400 V5R3

Databases
    IBM DB2 UDB (supporting UCIS)
    Microsoft SQL 2000 and 2005 (supporting the data warehouse.)
    Oracle 10g used for Juvenile Case Management System

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Desktop Environment
The desktop environment includes HP thin client computers running Windows CE and Intel desktops running Windows XP.

Network Services
Network is provided through ITD via the State's ATM dual-Sonet network, with T1 connectivity to all courthouses, up to and including the router.

Server Platforms
UCIS is hosted on an IBM iSeries 810 managed and supported by the JBITD. UCIS is written in RPG. The 810 is configured with:
    2466 processor (1020 CPW, maximum interactive)
    8GB memory
    175GB usable disk (50% utilized)

The data warehouse is hosted on a Windows 2000 server and is managed and supported by JBITD. The data warehouse is created and updated by automatic replication of relevant UCIS data in real time to a dedicated Windows 2003 server. The data warehouse is then used by a number of stakeholders, i.e., judges, media, and public, to search and retrieve information in read-only mode.

Several other servers exist to support network faxing, help desk software, IIS, security, data etc. All servers are Windows 2000 or Windows 2003.

Web Environment
SCAO has both an intranet and Internet server to support a variety of applications.

Directory Services
The SCAO completed implementation of an Active Directory structure in June 2006. The SCAO retains all control and administration of this Active Directory system. The environment includes two Active Directory servers physically located in the JBITD office that include domain controllers, global catalog servers, and LDAP servers using Microsoft Windows 2003 Server technology. NDCOURTS.GOV is a single domain, single forest, and a multiple OU structure. Each Judicial Administrative Unit has its own OU with a child OU for each judicial district.

Data Backup
Backup services are provided by JBITD. Some Windows servers still have their own tape drives. The servers that have their own tape drives are located in the courthouses in the WAN and are used only for digital audio recordings from the courtrooms. Backing-up data over the WAN can be challenging at times because of the unknown bandwidth during the night in these counties.

The iSeries (AS/400 located in the JBITD server room) has its own tape backup software and tape drive. It does nightly full system backups.

The Windows servers located in the JBITD server room are backed up by a central Windows server. This server backs up the various Windows servers over night to a virtual tape drive unit. The virtual tape is then off loaded to physical tape after all the backups have been completed.

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Email Environment
The Judicial Branch supports their Microsoft Exchange 2003 email system on the NDCOURTS.GOV domain. JBITD has only one Exchange 2003 server supporting about 450 email boxes.

North Dakota ITD Technical Environment
North Dakota Court's technical environment consists of Windows based desktops and a variety of server platforms connected via an IP based network. Desktop support is provided by the JBITD with ITD providing the state-wide network. Currently ITD only provides the Judicial Branch with Network Services.

Desktop Environment
The *de facto* desktop standard is an Intel platform running some variety of Windows. Windows 2000 and Windows XP are the most common.

Network Services
ITD provides both local and wide area network services for State Government. All LAN segments are switched 100 megabit Ethernet networks. The Fargo and Bismarck metropolitan area networks are gigabit fiber based while the majority of WAN connectivity is obtained via ATM T1s. The core of the WAN consists of a SONET ring. End User support is provided through a central help desk; this service is available 24x7x365.

JBITD Service Providers

The JBITD utilizes non-employee service providers only on a short-term contract basis for specific projects. Internal JBITD staff provide all network, database management, programming, training and support services for the North Dakota Court System. The staff consists of:

1 – Director of Technology
3 – Network Analysts
4 – Programmer Analysts
1 - Technology Coordinator
1 – Help Desk Support

Planned Infrastructure Activities and Changes
Replace the Unified Court Information System

On-going maintenance consists of: costs to maintain servers and hardware to continue current case management system until new management system is fully implemented
Planned changes consist of: migration from physical servers to blade technology and the use of virtual servers to support the network needs of the new case management system

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Maintain and enhance the Juvenile Case Management System and Jury Management System to meet the evolving needs of the Judicial Branch

On-going maintenance consists of: Costs to maintain software licenses, service contracts, servers and hardware
Planned changes consist of: costs to replace servers and hardware as dictated by retention schedule or early equipment failure

Evaluation and implement appropriate technology solutions to reduce the cost of ownership for personal computers and information systems

On-going maintenance consist of: costs to maintain current citrix, licenses, servers, and hardware
Planned changes consist of: costs to replace servers and hardware as dictated by equipment failure

Evaluate and implement appropriate technology advancements to enhance end-user training

On-going maintenance consists of: costs to maintain video-conferencing systems and to replace as dictated by equipment failure
Planned changes consist of: purchase of web-meeting services as needed

Replace IT equipment according to an established replacement schedule and as necessary

On-going maintenance consists of: costs to maintain service contracts on individual assets or a class of assets
Planned changes consists of: costs to replace equipment as dictated by the retention schedule or early equipment failure

Maintain current versions of software applications that meet the needs of end-users, are supported by the seller, and are compatible with current operating system and network requirements

On-going maintenance consists of: Costs to maintain current software licenses
Planned changes consist of: upgrade software as new machines are purchased or as dictated by business needs

Evaluate and implement appropriate technology advancements to reduce number of physical servers

On-going maintenance consists of: costs to maintain current virtual server
Planned changes consist of: costs to purchase more virtual servers and reduce physical servers

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 532
   Number of desktops for which you are requesting replacement funding: 266
   Average replacement cost/desktop: 621

3. Total number of laptop computers: 99
   Number of laptops for which you are requesting replacement funding: 49
   Average replacement cost/laptop: 1,680
What state planning region are these desktop/laptop computers located?
Region 1   26   **2**   82   **3**   43   **4**   101   **5**   113   **6**   71   **7**   162   **8**   33

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
The infrastructure component includes all the costs necessary to maintain the current systems of the Judicial Branch, including:
Hardware and software replacement costs;
Maintenance agreement estimates for hardware, software and systems;
Maintenance and upgrades to video conference systems and voice recording systems;
Budget for items paid to the Executive Branch Information Technology Department (ITD) for telecommunications, telephone and technology-related items;
Disaster recovery items;
Necessary network infrastructure not purchased from ITD;
All other technology related items not included elsewhere.

Replacement:

All computers (desktops/workstations) - 4 years

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Servers - 4 years
All other IT assets such as printers, citrix thin clients, and similar types of assets are replaced when needed

There is an assumed asset failure rate of 20%.
Software will be upgraded when PCs are replaced, however software may be replaced sooner if newer versions provide functionality that enhances end-user productivity.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$1,407,600	$0	$1,407,600	$0
IT5160	FRINGE BENEFITS	$0	$464,822	$0	$464,822	$0
IT5310	IT SOFTWARE AND SUPPLIES	$393,119	$367,509	$0	$367,509	$367,509
IT5510	IT EQUIPMENT UNDER $5000	$506,183	$645,057	$0	$645,057	$645,057
IT6010	IT DATA PROCESSING	$924,018	$977,535	$0	$977,535	$977,535
IT6020	IT COMMUNICATIONS	$456,223	$462,212	$0	$462,212	$462,212
IT6030	IT CONTRACT SERVICES & REPAIRS	$787,404	$1,538,219	$0	$1,538,219	$1,538,219
IT6930	IT EQUIPMENT OVER $5000	$126,041	$109,088	$0	$109,088	$102,539
	Total Budget:	**$3,192,988**	**$5,972,042**	**$0**	**$5,972,042**	**$4,093,071**
001	STATE GENERAL FUND	$3,192,988	$5,972,042	$0	$5,972,042	$4,093,071
	Total Funding:	**$3,192,988**	**$5,972,042**	**$0**	**$5,972,042**	**$4,093,071**

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Project: 1   **UCIS Replacement**

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Agency Priority - 1   **Project Type:** New initiative   **Age of Current Application:** 18

Project description

This project seeks to replace the current case management system used by the ND Judicial Branch. The current case management system was developed nearly 20 years ago in Scot County Minnesota. While it has served the Judicial Branch very well, replacement is required in order to continue to meet the increasing and changing demands of the Judicial Branch and the public.

Briefly describe the business need or problem driving the proposed project.

The needs of the Judicial Branch are changing such that the current system architecture cannot meet those needs. For example:

* Many additional groups of people desire access to the system, but the security design of the system does not allow for varied groups;
* The forms and document processing capabilities are limited;
* Web-based access is difficult to implement;

Describe how the project is consistent with the organizations mission.

The mission of the Judicial Branch is to resolve disputes with justice and efficiency. A new, fully functional, robust case management system will aid in processing cases efficiently. The system must integrate with numerous governmental systems, provide management information to judges, court personnel, justice personnel and the public.

Describe the anticipated benefits of the project and who will derive the benefits.

The benefits of providing an updated case managment system are detailed in the Narrative.

Describe the impact of not implementing the project.

The Judicial Branch will rely its existing, aging case management system, which is not meeting the current demands being placed on the system.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

The risks are detailed in the Narrative.

Describe the additional costs?

Per Information Technology Department recommendation, a management reserve fund has been set up for unexpected costs related to the UCIS replacement project that fall outside the contract.

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Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $600,000

Optional Project Costs -

Total Project Cost? -   **$7,258,129**

Tot Proj Costs + Optionals -   **$7,258,129**

What additional expenditures are being paid out of non-appropriated funds?

NA

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$0	$1,499	$0	$1,499	$0
IT5510	IT EQUIPMENT UNDER $5000	$175,000	$0	$0	$0	$0
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,200,000	$5,339,360	$0	$5,339,360	$540,000
IT6930	IT EQUIPMENT OVER $5000	$0	$1,917,270	$0	$1,917,270	$0
	Total Budget:	**$1,375,000**	**$7,258,129**	**$0**	**$7,258,129**	**$540,000**
001	STATE GENERAL FUND	$1,375,000	$7,258,129	$0	$7,258,129	$540,000
	Total Funding:	**$1,375,000**	**$7,258,129**	**$0**	**$7,258,129**	**$540,000**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
In each of its public defender offices, the Commission uses standard personal computers that are attached to the state's wide area network. Network services are provided by the Information Technology Department (ITD) at standard ITD rates.

The Commission's computers utilize industry-standard office productivity tools including Microsoft Word, Microsoft Excel, WordPerfect, email and web browsers. Data is shared among offices by using common server hardware and a shared drive provided by ITD. Each public defender office also has its own assigned drive which is not shared with the other public defender offices, to maintain confidentiality of client matters. Email services are provided by ITD.

The Commission has a case reporting system designed by ITD. It is a secure internet-accessed system where contract attorneys enter statistical data about the cases they have been assigned. The state-employed public defender offices use the system to check for conflict cases. Any future enhancements or maintenance will be provided by ITD. The system operates on the following configuration:

- Operating System / Linux
- Interphase / Websphere 6.1 server
- Database / Oracle 10g
- Language / Java

Planned Infrastructure Activities and Changes
- Maintain and upgrade current operating system software

- Maintain and enhance current case reporting system

- Maintain and upgrade telecommunications equipment

- Maintain and enhance Commission's website

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- Four year replacement cycle on desktops and laptops

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 37
   Number of desktops for which you are requesting replacement funding: 16
   Average replacement cost/desktop: 1,100

3. Total number of laptop computers: 8
   Number of laptops for which you are requesting replacement funding: 3
   Average replacement cost/laptop: 1,500
What state planning region are these desktop/laptop computers located?
Region 1   4 **2**   7 **3**   0 **4**   8 **5**   8 **6**   6 **7**   8 **8**   4

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	0 **%**
Windows XP	100 **%**
Other	0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan
Replacement
 - 4 year - All computers (desktop/workstations)
 - All other IT assets are replaced when needed

The estimated useful life on IT assets for hardware is based on the estimated asset class life used in the Peoplesoft fixed asset module dictated by OMB. The assumption for percent failure is 20 percent. Software will be upgraded when PCs are replaced. However, software may be replaced sooner if newer versions provide beneficial enhancements to the business application used by the Commission. Any software upgrades are done by the Association of Counties and billed through ITD. At this time the Commission has no support contracts and no dedicated IT staff.

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IT5310	IT SOFTWARE AND SUPPLIES	$21,613	$15,500		$15,500	$12,000
IT5510	IT EQUIPMENT UNDER $5000	$42,899	$32,600		$32,600	$30,600
IT6010	IT DATA PROCESSING	$60,163	$80,478		$80,478	$85,000
IT6020	IT COMMUNICATIONS	$64,009	$73,944		$73,944	$81,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$59,500	$9,072		$9,072	$7,600
	Total Budget:	**$248,184**	**$211,594**		**$211,594**	**$216,200**
001	STATE GENERAL FUND	$248,184	$192,984	$0	$192,984	$216,200
282	Indigent Defense Admin. Fund	$0	$18,610	$0	$18,610	$0
	Total Funding:	**$248,184**	**$211,594**		**$211,594**	**$216,200**

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190   RETIREMENT AND INVESTMENT OFFICE

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Agency IT Plan Contact Data

Gary Vetter ghvetter@nd.gov 328-9879

Review of Agency's IT Architecture

The Retirement and Investment Office has an IT department consisting of two full time equivalent (FTE) positions. These positions are responsible for all hardware and software functions within the agency. The agency has 17 total FTE positions, each having a PC workstation at his or her desk. The agency runs Windows XP operating system. The agency also has 4 portable computers used for offsite presentations and benefit counseling for teachers. In addition to Microsoft Office for office productivity software, we also use a variety of applications in the administration of the Teachers' Fund for Retirement pension plan and the State Investment Board investment program. These applications include:

CPAS pension administration system. We use the program to administer financial information for North Dakota teachers, including demographic data, monthly contributions from their employers, processing for enrollment, active history, and retirement or refund, and monthly payroll for retired teachers. The Oracle database required by the application is hosted and maintained by ITD. NDRIO staff members access the database through Windows client software.

Microsoft Great Plains Dynamics General Ledger. This program is used to record all financial accounting entries for both programs and to generate monthly and annual financial statements for the agency and for the 22 investment clients of the State Investment . Our current version stores the database files on an ITD file server; the files are accessed through a Windows interface. We will be migrating to a client/server version of the software, which will use an ITD SQL Server to store the database.

Callan PEP. This is a database of investment performance information from the SIB's investment consultant. It is used to store internal investment returns and other data and to analyze various investment products.

Allround Automations PL/SQL Developer is used by NDRIO IT staff to assist CPAS developers and ITD database maintenance personnel. The software accesses the CPAS Oracle database through a Windows interface.

Approximately 1/3 of our IT budget is the maintenance contract for our CPAS pension administration software. This contract includes support and programming for a specified number of hours each year.

Our ITD data processing costs are mainly for web hosting, data storage and records management on ITD's servers. The web hosting costs will include Websphere App Hosting and Oracle App Hosting for online services for TFFR members and employers. Data storage includes CPAS data as well as imaged records pertaining to the Teachers' Fund for Retirement. ConnectND costs and user access is also included.

Other IT costs include telephone service through ITD, IT software and supplies and repairs.

Planned Infrastructure Activities and Changes

We will support our agency's goals through the most efficient and effective application of information technology. We will participate in the state's personal computer replacement schedule program and any other directives recommended by the state's Information Technology Department.

At this time we plan to upgrade our Microsoft Office Suite from 2002 to the most current version. We have funds in our 2007-2009 budget to upgrade approximately 1/2 of our

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licenses and have requested the remaining funds in the 2009-2011 budget request.

Our IT equipment request includes scheduled laptop replacements as well as a portion of our pc monitors. We have also requested funds for printers as some of our older printers may need to be replaced.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 17
   Number of desktops for which you are requesting replacement funding: 0
   Average replacement cost/desktop: 0

3. Total number of laptop computers: 4
   Number of laptops for which you are requesting replacement funding: 2
   Average replacement cost/laptop: 3,000
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   21 **8**   0

4. What percentage of these pcs are running the following operating systems:
         (total should be equal to 100%)
Open Source OS   0 %
MAC OS   6 %
Windows Vista   0 %
Windows XP   94 %
Other   0 %

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
The Retirement and Investment Office employs two IT professionals to manage the IT affairs of the agency. They are responsible for the day-to-day management of all of our technology equipment and software. We have 17 personal computers and 4 laptop computers. The replacement schedule for the PCs will be 100% every 4 years. This is a change from our previous plan of a 3 year replacement cycle. Based on our current IT environment, we have decided that 4 years should be adequate in keeping pace with our technology needs. This replacement schedule will also assist our IT staff in managing the agency's IT equipment as all staff will have the same equipment at the same time. We received funding in the 2007-2009 biennium to replace all 17 PCs so we have not requested funding in the 2009-2011 biennium for this purpose.

The replacement schedule for the laptop computers will be every two years. These computers are used by our retirement benefits counselors when they travel around the state giving presentations and benefit couseling sessions to our membership. More powerful computers are needed to run the retirement administration software needed to give up-to-date account information to our membership during one-on-one counseling sessions throughout the state and they tend to need to be replaced more often based on the fact that they are taken out of the office more and moved around more.

In September 2005, the agency implemented an off-the-shelf pension administration software package from CPAS. The IT staff was highly involved in the testing, migration and

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implementation of this system. Currently and going forward, it is expected that the IT staff will be utilized to create reports from the system, assist in trouble-shooting, and apply updates as needed. In addition to the CPAS system, the pension plan also uses FileNet imaging software to scan and archive documents related to member retirement accounts.

The agency also utilizes Microsoft Dynamics general ledger software for posting accounting entries and generating financial statements for all of the clients of the SIB as well as the agency. We plan to upgrade this software in the 2007-2009 biennium as Microsoft will no longer be supporting the version we currently use. The IT staff will be responsible for upgrading and migrating the current data to the new version and also for keeping the office up-to-date going forward.

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IT5110	SALARIES - PERMANENT	$0	$188,712	$0	$188,712	$0
IT5131	ADDITIONAL SALARIES - OTHER	$198,096	$0	$0	$0	$198,150
IT5160	FRINGE BENEFITS	$0	$64,116	$0	$64,116	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$64,607	$0	$0	$0	$67,280
IT5310	IT SOFTWARE AND SUPPLIES	$6,200	$5,000	$0	$5,000	$5,200
IT5510	IT EQUIPMENT UNDER $5000	$26,850	$14,000	$0	$14,000	$28,000
IT6010	IT DATA PROCESSING	$113,960	$143,064	$0	$143,064	$150,300
IT6020	IT COMMUNICATIONS	$24,120	$22,200	$0	$22,200	$23,310
IT6030	IT CONTRACT SERVICES & REPAIRS	$212,125	$225,925	$0	$225,925	$238,187
	Total Budget:	**$645,958**	**$663,017**	**$0**	**$663,017**	**$710,427**
207	RETIREMENT AND INVESTMENT FUND 207	$645,958	$663,017	$0	$663,017	$710,427
	Total Funding:	**$645,958**	**$663,017**	**$0**	**$663,017**	**$710,427**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
The agency has a number of systems maintained on the State's mainframe computer at ITD. The largest systems consist of the database and major business applications for the retirement, group insurance, retiree health credit, and deferred compensation programs. The database contains detailed information for each participating employee and participating employer. The application systems provide for the various benefit calculations, tax reporting statements, insurance premium billings and eligibility listings. It also has the ability to integrate the deferred compensation with the retirement system to determine eligibility for vesting in the employer contributions. Currently, the central payroll system, Bank of ND and University System provide monthly employee retirement contribution, deferred compensation deduction, and insurance premium updates electronically. These systems utilize COBOL & Natural for program development and ADABAS as the database. The agency has a secure FTP site that employers can use to submit monthly contribution reports. The agency has two smaller systems. One system is maintained on the State's mainframe and access information provided by the Bank of North Dakota to update the agency's
outstanding check list. The other system is located on the PeopleSoft ERP system and is used to maintain FlexComp account information and process FlexComp claims. The agency has a local area network that is maintained in-house. The network consists of 2 file and print servers, 34 client workstations and 6 printers. Each staff member can access word processing and spreadsheet applications, E-mail, Internet, and the mainframe
from their workstations. There are three in-house developed business applications residing on the LAN. The
Service Purchase System provides record-keeping functions for employees purchasing retirement service credit. The Batch Entry System allows for batch data entry of monthly retirement contributions, insurance premiums and deferred compensation deductions which are entered and uploaded to the mainframe system. These systems are DOS-based and will be replaced by the PERSLink System. The agency also maintains the Job Service Retirement System. The agency has a web site which is being used primarily to provide

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general benefit plan information to participants. Online services from the web site include: benefit estimates, account balance, and annual statement print and view. The agency is using the State's electronic document management system (EDMS) for imaging and electronic storage of member data. NDPERS maintains a web site which is used primarily for communication with our members. With the exception of the LAN-based systems and the NDPERS web site, all systems are maintained by ITD. Maintenance of the remainder of the systems is performed by the agency's 3 IT Coordinators, each of whom has specific duties within the agency.

There are 36 desktop PCs in use as well as 4 laptop computers. Staff use the desktops to access mainframe applicatons, email and intranet applications and for LAN access to file an print servers. Laptop computers are generally used by benefit counselors who travel throughout the state. The agency has 2 laser printers for black & white printing plus an additional color laser printer. In addition, NDPERS uses two multi-function devices (copy/print/scan).

Planned Infrastructure Activities and Changes

Current IT Infrastructure at NDPERs

As stated in the Review of the Agency's IT Architecture, NDPERS has a number of systems on the State's mainframe that are maintained by ITD. The largest systems consist of the ADABAS database and major business applications for the retirement, group insurance, retiree health credit, and deferred compensation programs. The database contains detailed information for each participating employee and participating employer. The agency uses the Local Area Network for connections to file and print servers. In addition, email and internet access are necessary for external communications. The NDPERS web site is instrumental for the dissemination information to its members. NDPERS uses the FileNet system for document storage and retrieval. Maintenance of these systems is critical to the overall operations of the agency. In addition to the systems maintained at ITD, NDPERS also uses several PC-based systems to augment the systems maintained on the mainframe. These systems will be replaced by functionality in the new PERSLink system.

Future Uses and Impact of Technology

NDPERS' current business system was developed approximately 30 years ago. Through the years, additions and updates have been made in order to keep the system "current." During the 07-09 biennium, the Legislature approved funding for the PERSLink project. The project began in October, 2007 and is scheduled for completion in October, 2010. Pilot 1.1 of the project will introduce contact management and workflow and is scheduled for implementation in October, 2008. Completion of the PERSLink project is scheduled for October 2010 and will replace all NDPERS systems hosted on the mainframe as well as the PC-based systems currently in use.

NDPERS was appropriated $9,594,000 for the PERSLink project as part of our 2007-09 budget request. This includes funding for the software vendor, consulting services for project oversight and quality assurance, hardware/software acquisition and contingency. We are projecting to spend approximately $5.7 million in the 2007-09 biennium, with the remaining $3.9 million of appropriation authority carried over to the 2009-11 biennium. As of June 30, 2008, actual expenditures for the project were $2,338,913.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

N/A

2. Total number of desktop computers: 36
   Number of desktops for which you are requesting replacement funding: 36
   Average replacement cost/desktop: 830

3. Total number of laptop computers: 7
   Number of laptops for which you are requesting replacement funding: 4
   Average replacement cost/laptop: 1,500

What state planning region are these desktop/laptop computers located?

Region 1 0 **2** 0 **3** 0 **4** 0 **5** 0 **6** 0 **7** 43 **8** 0

4. What percentage of these pcs are running the following operating systems:
       (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0

Please explain:

N/A

IT Asset Management Plan

NDPERS replaces computer hardware on a 4-year replacement schedule. In the event of hardware failure, we will replace PCs, monitors or printers immediately if needed.

The agency has a number of systems maintained on the State's mainframe computer at ITD. The largest systems consist of the database and major business applications for the retirement, group insurance, retiree health credit, and deferred compensation programs. The database contains detailed information for each participating employee and participating employer. The application systems provide for the various benefit calculations, tax reporting statements, insurance premium billings and eligibility listings. It also has the ability to integrate the deferred compensation with the retirement system to determine eligibility for vesting in the employer contributions. These systems utilize COBOL & Natural for program development and ADABAS as the database. Maintenance is performed by ITD. These systems are scheduled to be replaced in 2010 by the PERSLink system.

The agency has a secure FTP site that employers can use to submit monthly contribution reports. The FTP site is maintained by ITD.

NDPERS has two smaller systems. One system is maintained on the State's mainframe and access information provided by the Bank of North Dakota to update the agency's

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outstanding check list. The other system is located on the PeopleSoft ERP system and is used to maintain FlexComp account information and process FlexComp claims. Both systems are maintained by ITD.

The agency has a local area network that is maintained in-house. The network consists of 2 file and print servers, 34 client workstations and 6 printers. Each staff member can access word processing and spreadsheet applications, E-mail, Internet, and the mainframe from their workstations.

There are three in-house developed business applications residing on the LAN. The Service Purchase System provides record-keeping functions for employees purchasing retirement service credit. The Batch Entry System allows for batch data entry of monthly retirement contributions, insurance premiums and deferred compensation deductions which are entered and uploaded to the mainframe system. These systems are currently maintained -in-house and will be replaced by the PERSLink System.

NDPERS also administers the Job Service Retirement System which is maintained in-house. This system is scheduled to be replaced by the PERSLink system in 2010.

The agency has a web site which is being used primarily to provide general benefit plan information to participants. Online services from the web site include: benefit estimates, account balance, and annual statement print and view. Maintenance of the web site is done in-house. There is no replacement scheduled for the NDPERS web site.

The agency is using the State's electronic document management system (EDMS) for imaging and electronic storage of member data. ITD is responsible for maintenance of the EDMS.

NDPERS employs 3 IT Coordinators, each of whom has specific duties within the agency. In order to retain competent employees, the agency offers subject matter training, educational opportunities and competitive salaries.

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Project: **Infrastructure**

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$291,936	$0	$291,936	$0
IT5111	ADDITIONAL SALARIES	$219,464	$0	$0	$0	$291,936
IT5160	FRINGE BENEFITS	$0	$97,976	$0	$97,976	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$90,848	$0	$0	$0	$97,976
IT5310	IT SOFTWARE AND SUPPLIES	$15,400	$13,600	$0	$13,600	$13,600
IT5510	IT EQUIPMENT UNDER $5000	$26,400	$37,000	$0	$37,000	$37,000
IT6010	IT DATA PROCESSING	$592,581	$173,383	$0	$173,383	$173,383
IT6030	IT CONTRACT SERVICES & REPAIRS	$9,584,000	$200,000	$0	$200,000	$200,000
	Total Budget:	**$10,528,693**	**$813,895**	**$0**	**$813,895**	**$813,895**
470	GROUP INSURANCE PLAN PERS 470	$55,000	$0	$0	$0	$63,620
472	FLEXCOMP PLAN 472	$66,187	$0	$0	$0	$88,530
481	DEFERRED COMPENSATION PLAN 481	$65,000	$0	$0	$0	$74,832
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$10,342,506	$813,895	$0	$813,895	$586,913
	Total Funding:	**$10,528,693**	**$813,895**	**$0**	**$813,895**	**$813,895**

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192 PUBLIC EMPLOYEES RETIREMENT SYSTEM
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Project: LEG-001 Allow HP members to purchase additional service

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Agency Priority - 1   **Project Type:** New initiative

Project description
This legislative change would allow members of the Highway Patrol Retirement System to purchase up to 120 months (ten years) of additional services with only 60 months (5 years) eligible toward meeting the rule of 80.

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
This project would enhance the benefits provided to the retired members of the ND Highway Patrol Retirement System enabling NDPERS to "provide an employee benefit package that is among the best available from public and private employers in the upper midwest."

Describe the anticipated benefits of the project and who will derive the benefits.
Implementation of the project would allow Highway Patrol members to purchase additional service which could increase their retirement benefit amount as well as their retiree health credit available.

Describe the impact of not implementing the project.
Failure to implement this project would result in no change in the Highway Patrol Retirement Plan.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Risks associated with this project include: Investing the cost of implementing the project only to find that no one exercises the option to purchase additional service. Making program updates to the legacy system which we will discontinue using during the 2009-2011 biennium. Risk could be mitigated by requesting that the legislation not be effective until after the "go live" date of the PERSLink system.

Describe the additional costs?
N/A

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs - $0
Total Project Cost? -   **$21,580**

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Tot Proj Costs + Optionals - $21,580

What additional expenditures are being paid out of non-appropriated funds?
n/a

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6010	IT DATA PROCESSING		$21,580	$0	$21,580	$21,580
	Total Budget:		**$21,580**	**$0**	**$21,580**	**$21,580**
SPEC1	IT SPECIAL FUNDS	$0	$21,580	$0	$21,580	$21,580
	Total Funding:		**$21,580**	**$0**	**$21,580**	**$21,580**

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192 PUBLIC EMPLOYEES RETIREMENT SYSTEM
Version: 2009-B-01-00192
Project: LEG-002 Allow NDPERS members to purchase addit'nl service

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Agency Priority - 2   **Project Type:** New initiative

Project description
This legislative change would allow members of the NDPERS Retirement System to purchase up to 120 months (ten years) of additional services with only 60 months (5 years) eligible toward meeting the rule of 85.

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
This project would enhance the benefits provided to the retired employees of the State of ND further enabling NDPERS to "provide and employee benefit package that is among the best available from public and private employers in the upper midwest."

Describe the anticipated benefits of the project and who will derive the benefits.
Implementation of this legislation would benefit retirees of NDPERS by enhancing their retirement benefit as well as their retiree health credit.

Describe the impact of not implementing the project.
Failure to implement the project would result in no change to the NDPERS plan.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Risks include: Investing the cost of updating the legacy system could find that no one exercises the option to purchase more service. The cost of purchasing the service may deter members from exercising the option. Implementing this legislation would require additional investment in the legacy system. To mitigate some of the risk, include the changes in the PERSLink system and request that the legislation become effective after the production date of PERSLink.

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$21,580**
Tot Proj Costs + Optionals -   **$21,580**

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Project: LEG-002 **Allow NDPERS members to purchase addit'nl service**

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What additional expenditures are being paid out of non-appropriated funds?
n/a

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Project: LEG-002 Allow NDPERS members to purchase addit'nl service

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6010	IT DATA PROCESSING	$0	$21,580	$0	$21,580	$21,580
	Total Budget:	**$0**	**$21,580**	**$0**	**$21,580**	**$21,580**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$21,580	$0	$21,580	$21,580
	Total Funding:	**$0**	**$21,580**	**$0**	**$21,580**	**$21,580**

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192 PUBLIC EMPLOYEES RETIREMENT SYSTEM
Version: 2009-B-01-00192
Project: LEG-003 Remove S6 Option as of 08/2009

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Agency Priority - 3   **Project Type:** New initiative

Project description
This provision will allow for the elimination of the S6 surviving spouse option as of August 2009

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
Implementation of this project will assist the agency in its effort to efficiently administer a viable employee benefits program.

Describe the anticipated benefits of the project and who will derive the benefits.
Benefits wil be derived by the plan participants. This option is rarely used.

Describe the impact of not implementing the project.
Failure to implement this project will result in the contuation of the current level of services. Due to the small population of surviving spouses who choose this option, there would be little or no impact on the overall operations of the agency.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Risks associated with this project include: Making program updates to the legacy system which we will discontinue using during the 2009-2011 biennium. Risk could be mitigated by requesting that the legislation not be effective until after the "go live" date of the PERSLink system.

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$1,984**
Tot Proj Costs + Optionals -   **$1,984**

What additional expenditures are being paid out of non-appropriated funds?

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n/a

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IT6010	IT DATA PROCESSING	$0	$1,984	$0	$1,984	$1,984
	Total Budget:	**$0**	**$1,984**	**$0**	**$1,984**	**$1,984**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$1,984	$0	$1,984	$1,984
	Total Funding:	**$0**	**$1,984**	**$0**	**$1,984**	**$1,984**

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192 PUBLIC EMPLOYEES RETIREMENT SYSTEM
Version: 2009-B-01-00192
Project: LEG-004 Remove 50% Joint & Survivor Option for HP

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Agency Priority - 4   **Project Type:** New initiative

Project description
This provision allows for the elimination of the 50% Joint & Survivor Option for members of the Highway Patrol Retirement System as of July, 2009.

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
This project will allow the agency to continue providing excellent services while offering a more streamlined set of benefits.

Describe the anticipated benefits of the project and who will derive the benefits.
Currently, the "normal" benefit for a married Highway Patrolman is the 50% J&S option. Removing this option would make 100% J&S the normal option. Spouses of HPs would receive 100% of the member's benefit rather than 50%.

Describe the impact of not implementing the project.
Failure to implement the project would result in offering the current level of benefits to members.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Since we would not eliminate the option for those members who have already chosen it, there could be issues involved with processing these records. This risk will be mitigated by thoroughly testing any program changes to insure that current processing is not affected by the change in programming. (see narrative)

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$2,070**
Tot Proj Costs + Optionals -   **$2,070**

What additional expenditures are being paid out of non-appropriated funds?

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n/a

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IT6010	IT DATA PROCESSING	$0	$2,070	$0	$2,070	$2,070
	Total Budget:	**$0**	**$2,070**	**$0**	**$2,070**	**$2,070**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$2,070	$0	$2,070	$2,070
	Total Funding:	**$0**	**$2,070**	**$0**	**$2,070**	**$2,070**

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Project: LEG-005 Change employer contribution rate for HP members

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Agency Priority - 5   **Project Type:** New initiative

Project description
This provision will change the employer contribution rate for members of the Highway Patrol Retirement System from 16.70% to 22.00%.

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
This project would further enable NDPERS to provide an excellent benefit package to its members.

Describe the anticipated benefits of the project and who will derive the benefits.
This change increases the employer contributions on a one-time basis for two years in order to pay for a 2% increade in retirement benefits proposed in additional legislation. Retirees would potentially benefit from this temporary increase.

Describe the impact of not implementing the project.
Failure to implement the project would result in no increase in retirement benefits for the Highway Patrol Retirement System during this legislative session.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Among the risks identified for this project are the risks inherrent in making programming changes and making sure that the rate increase is terminated after two years. Thorough testing of programming changes and insuring that followup legislation to discontinue the rate increase would be necessary to mitigate the risks identified. (see narrative)

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$1,880**
Tot Proj Costs + Optionals -   **$1,880**

What additional expenditures are being paid out of non-appropriated funds?

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n/a

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IT6010	IT DATA PROCESSING	$0	$1,880	$0	$1,880	$1,880
	Total Budget:	**$0**	**$1,880**	**$0**	**$1,880**	**$1,880**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$1,880	$0	$1,880	$1,880
	Total Funding:	**$0**	**$1,880**	**$0**	**$1,880**	**$1,880**

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Project: LEG-006 Allow a new retirement benefit option for HP

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Agency Priority - 6   **Project Type:** New initiative

Project description
This provision will allow members of the Highway Patrol Retirement System to 'spread' their benefit payments so that they would increase over time at a 1% or 2% rate.

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
Implementation of this project would enable NDPERS to continue to efficiently administer a viable employee benefits program as well as provide an employee benefit package that is among the best available from public and private employers in the upper Midwest.

Describe the anticipated benefits of the project and who will derive the benefits.
If this project is approved by the Legislature it would allow retirees to build in an adjustment to their benefit which would be similar to a cost of living increase.

Describe the impact of not implementing the project.
Failure to implement the project would result in continuation of current level of benefits and services offered by NDPERS to its members.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
The major risk involved would be the decrease in initial benefits to the member due to the potential increases built in by the new option. mitigating the risk will require member/retiree education regarding this benefit option. In addition, making program updates to the legacy system which we will discontinue using during the 2009-2011 biennium. This risk could be mitigated by requesting that the legislation not be effective until after the "go live" date of the PERSLink system.

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$27,538**
Tot Proj Costs + Optionals -   **$27,538**

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What additional expenditures are being paid out of non-appropriated funds?
n/a

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IT6010	IT DATA PROCESSING	$0	$27,538	$0	$27,538	$27,538
	Total Budget:	**$0**	**$27,538**	**$0**	**$27,538**	**$27,538**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$27,538	$0	$27,538	$27,538
	Total Funding:	**$0**	**$27,538**	**$0**	**$27,538**	**$27,538**

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192 PUBLIC EMPLOYEES RETIREMENT SYSTEM

Version: 2009-B-01-00192

Project: LEG-007   Allow new NDPERS benefit option

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Agency Priority - 7   **Project Type:** New initiative

Project description

This provision will allow members of the main retirement system to 'spread' their benefit payments so that they would increase over time at a 1% or 2% rate.

Briefly describe the business need or problem driving the proposed project.

Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.

Implementation of this project would enable NDPERS to continue to efficiently administer a viable employee benefits program as well as provide an employee benefit package that is among the best available from public and private employers in the upper Midwest.

Describe the anticipated benefits of the project and who will derive the benefits.

If this project is approved by the Legislature it would allow retirees to build in an adjustment to their benefit which would be similar to a cost of living increase.

Describe the impact of not implementing the project.

Failure to implement this project would result in the continuation of the current level of benefits and services offered by NDPERS to its members.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

The major risk involved would be the decrease in initial benefits to the member due to the potential increases built in by the new option. mitigating the risk will require member/retiree education regarding this benefit option. In addition, making program updates to the legacy system which we will discontinue using during the 2009-2011 biennium. This risk could be mitigated by requesting that the legislation not be effective until after the "go live" date of the PERSLink system.

Describe the additional costs?

N/A

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs - $0

Total Project Cost? -   **$27,538**

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Tot Proj Costs + Optionals -   **$27,538**

What additional expenditures are being paid out of non-appropriated funds?
N/A

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IT6010	IT DATA PROCESSING	$0	$27,538	$0	$27,538	$27,538
	Total Budget:	**$0**	**$27,538**	**$0**	**$27,538**	**$27,538**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$27,538	$0	$27,538	$27,538
	Total Funding:	**$0**	**$27,538**	**$0**	**$27,538**	**$27,538**

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Project: LEG-008   Retiree Health Credit Increase

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Agency Priority - 8   **Project Type:** New initiative

Project description
This provision allows for an increase Retiree Health Insurance Credit (RHIC) from $4.50 per year of service to $5.00 per year of service.

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver of this project.

Describe how the project is consistent with the organizations mission.
This project would further enable NDPERS to provide an excellent benefit package to its members.

Describe the anticipated benefits of the project and who will derive the benefits.
An increase in the Retiree Health Insurance Credit would offset the rising cost of health insurance for retirees.

Describe the impact of not implementing the project.
Failure to implement this project will result in more out-of-pocket expense for retirees who subscribe to the State's group health insurance plan.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Associated risks include: Making program updates to the legacy system which we will discontinue using during the 2009-2011 biennium. This risk could be mitigated by requesting that the legislation not be effective until after the "go live" date of the PERSLink system.

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$10,178**
Tot Proj Costs + Optionals -   **$10,178**

What additional expenditures are being paid out of non-appropriated funds?
n/a

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IT6010	IT DATA PROCESSING	$0	$10,178	$0	$10,178	$10,178
	Total Budget:	**$0**	**$10,178**	**$0**	**$10,178**	**$10,178**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$10,178	$0	$10,178	$10,178
	Total Funding:	**$0**	**$10,178**	**$0**	**$10,178**	**$10,178**

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Project: LEG-009 Purchase Additional Service Credit

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Agency Priority - 9 **Project Type:** New initiative

Project description
This provision allows a member who has engaged in supplemental retirement savings (Deferred Compensation) to purchase service credit in the NDPERS plan at a fixed rate of 9.12%. The service purchased is limited to 2 years and does not apply to eligibility for the rule of 85.

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
This project would enhance the benefits provided to the retired employees of the State of ND further enabling NDPERS to "provide and employee benefit package that is among the best available from public and private employers in the upper midwest."

Describe the anticipated benefits of the project and who will derive the benefits.
Employees would be allowed to purchase service credit which could potentially increase their retirement benefit.

Describe the impact of not implementing the project.
Failure to implement the project would result in the continuation of the current level of services to the members.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Making program updates to the legacy system which we will discontinue using during the 2009-2011 biennium. This risk could be mitigated by requesting that the legislation not be effective until after the "go live" date of the PERSLink system.

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? - $23,840
Tot Proj Costs + Optionals - $23,840

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What additional expenditures are being paid out of non-appropriated funds?
n/a

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Version: 2009-B-01-00192
Project: LEG-009 **Purchase Additional Service Credit**

Date: 11/20/2008

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6010	IT DATA PROCESSING	$0	$23,840	$0	$23,840	$23,840
	Total Budget:	**$0**	**$23,840**	**$0**	**$23,840**	**$23,840**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$23,840	$0	$23,840	$23,840
	Total Funding:	**$0**	**$23,840**	**$0**	**$23,840**	**$23,840**

IT Plan – Agency Submitted

192 PUBLIC EMPLOYEES RETIREMENT SYSTEM
Version: 2009-B-01-00192
Project: LEG-010 Change Employer Contribution Rate

Date: 11/20/2008
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Agency Priority - 10   **Project Type:** New initiative

Project description
This provision would allow for the Employer Contribution Rate from 4.12% to 5.12% for NDPERS members as of July, 2009.

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
This project would enhance the benefits provided to the retired employees of the State of ND further enabling NDPERS to "provide and employee benefit package that is among the best available from public and private employers in the upper midwest."

Describe the anticipated benefits of the project and who will derive the benefits.
This change increases the employer contributions on a one-time basis for two years in order to pay for a 2% increade in retirement benefits proposed in additional legislation. Retirees would potentially benefit from this temporary increase.

Describe the impact of not implementing the project.
Failure to implement could result in no benefit increase for NDPERS retirees during this legislative session.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
The risks identified for this project are those risks inherrent in making programming changes and making sure that the rate increase is terminated after two years. Thorough testing of programming changes and insuring that followup legislation to discontinue the rate increase would be necessary to mitigate the risks identified. (see narrative)

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$3,588**
Tot Proj Costs + Optionals -   **$3,588**

IT Plan – Agency Submitted

192 PUBLIC EMPLOYEES RETIREMENT SYSTEM

Version: 2009-B-01-00192

Project: LEG-010 Change Employer Contribution Rate

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What additional expenditures are being paid out of non-appropriated funds?
n/a

IT Plan – Agency Submitted

192   PUBLIC EMPLOYEES RETIREMENT SYSTEM

Version: 2009-B-01-00192

Project: LEG-010   Change Employer Contribution Rate

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6010	IT DATA PROCESSING	$0	$3,588	$0	$3,588	$3,588
	Total Budget:	**$0**	**$3,588**	**$0**	**$3,588**	**$3,588**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$3,588	$0	$3,588	$3,588
	Total Funding:	**$0**	**$3,588**	**$0**	**$3,588**	**$3,588**

IT Plan – Agency Submitted
Date: 11/20/2008

192   PUBLIC EMPLOYEES RETIREMENT SYSTEM
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Project: LEG-011   Allow non-spouse beneficiary HP
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Agency Priority - 11   **Project Type:** New initiative

Project description
Allow non-spouse beneficiary for HP members.

Briefly describe the business need or problem driving the proposed project.
Proposed Legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
This project would further enable NDPERS to provide an excellent benefit package to its members.

Describe the anticipated benefits of the project and who will derive the benefits.
A member would have the option to designate a subsequent beneficiary upon the death of the original beneficiary or upon divorce from his/her spouse beneficiary.

Describe the impact of not implementing the project.
Failure to implement the project would result in continuation of current level of services offered. Benefits paid to retired members who have no beneficiary designated would continue to be paid to the member's estate.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
This provision requires that the non-spouse beneficiary's date of birth be within 10 years of member's date of birth. Proper documentation (birth certificate) will be required in order to mitigate this risk. In addition, making program updates to the legacy system which we will discontinue using during the 2009-2011 biennium. This risk could be mitigated by requesting that the legislation not be effective until after the "go live" date of the PERSLink system.

Describe the additional costs?
N/A

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$7,711**
Tot Proj Costs + Optionals -   **$7,711**

IT Plan – Agency Submitted

192   PUBLIC EMPLOYEES RETIREMENT SYSTEM

Version: 2009-B-01-00192

Project: LEG-011   Allow non-spouse beneficiary HP

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What additional expenditures are being paid out of non-appropriated funds?

N/A

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192 PUBLIC EMPLOYEES RETIREMENT SYSTEM

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Project: LEG-011 Allow non-spouse beneficiary HP

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6010	IT DATA PROCESSING	$0	$7,711	$0	$7,711	$7,711
	Total Budget:	**$0**	**$7,711**	**$0**	**$7,711**	**$7,711**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$7,711	$0	$7,711	$7,711
	Total Funding:	**$0**	**$7,711**	**$0**	**$7,711**	**$7,711**

IT Plan – Agency Submitted

192 PUBLIC EMPLOYEES RETIREMENT SYSTEM
Version: 2009-B-01-00192
Project: LEG-012 Allow non-spouse beneficiary for NDPERS

Date: 11/20/2008
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Agency Priority - 12   **Project Type:** New initiative

Project description
Allow a member in the NDPERS system to designate a non-spouse beneficiary.

Briefly describe the business need or problem driving the proposed project.
Proposed legislation is the main driver for this project.

Describe how the project is consistent with the organizations mission.
This project would further enable NDPERS to provide an excellent benefit package to its members.

Describe the anticipated benefits of the project and who will derive the benefits.
A member would have the option to designate a subsequent beneficiary upon the death of the original beneficiary or upon divorce from his/her spouse beneficiary.

Describe the impact of not implementing the project.
Failure to implement the project would result in continuation of current level of services offered. Benefits paid to retired members who have no beneficiary designated would continue to be paid to the member's estate.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
This provision requires that the non-spouse beneficiary's date of birth be within 10 years of member's date of birth. Proper documentation (birth certificate) will be required in order to mitigate this risk. In addition, making program updates to the legacy system which we will discontinue using during the 2009-2011 biennium. This risk could be mitigated by requesting that the legislation not be effective until after the "go live" date of the PERSLink system.

Describe the additional costs?
N/A

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$7,711**
Tot Proj Costs + Optionals -   **$7,711**

IT Plan – Agency Submitted

192   PUBLIC EMPLOYEES RETIREMENT SYSTEM

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Project: LEG-012   Allow non-spouse beneficiary for NDPERS

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What additional expenditures are being paid out of non-appropriated funds?
N/A

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192 PUBLIC EMPLOYEES RETIREMENT SYSTEM
Version: 2009-B-01-00192
Project: **LEG-012 Allow non-spouse beneficiary for NDPERS**

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6010	IT DATA PROCESSING	$0	$7,711	$0	$7,711	$7,711
	Total Budget:	**$0**	**$7,711**	**$0**	**$7,711**	**$7,711**
483	PUBLIC EMPLOYEE RETIREMENT SYS 483	$0	$7,711	$0	$7,711	$7,711
	Total Funding:	**$0**	**$7,711**	**$0**	**$7,711**	**$7,711**

IT Plan – Agency Submitted

201   DEPT OF PUBLIC INSTRUCTION
Version: 2009-B-01-00201
Project: Infrastructure

Date: 11/20/2008
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Agency IT Plan Contact Data
Frank Steve Snow
MIS Director
Phone: 328-2189
Email: fsnow@nd.gov

Review of Agency's IT Architecture
The department uses office automation software (MS Office) for general administrative functions; the majority runs on MS Windows XP. The departments IT systems are used to support state and federally mandated reporting and other state level educational programs; they are written using Visual Basic and have a MS SQL 2005 back-end. They are written to include a user interface and require a web browser. Hosting is currently provided by ITD and Maximus. Systems are developed by a combination of three in-house programmers and private contractors.

Planned Infrastructure Activities and Changes
Goal:
Provide staff with technology that will enable them to effectively support local education agencies and administer education programs.
Objective:
Provide & maintain users with up to date hardware. (agency printers, user workstations, associated peripherals and associated software)
Provide & maintain users with up to date software.
Provide information processing services to agency staff, including layout and design, keying, data entry, editing of documents, multi-media projects and web pages.
Provide technical assistance to state and local agency personnel.

Goal:
Provide an effective and efficient communication system.
Objective:
Maintain and enhance department web site.
Keep expanding video conferencing capabilities.
Keep enhancing online colleciton of data.
Increase information dissemenated to stakeholders using electronic means.
Provide DPI employees with quality and reliable telecommunications.
Prepare, publish and disseminate standard statistical reports.
Prepare individualized reports for state and local administrators, legislators, and citizens upon request.

IT Plan – Agency Submitted

201   DEPT OF PUBLIC INSTRUCTION
Version: 2009-B-01-00201
Project: **Infrastructure**

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Goal:
Maintain & enhance existing systems
Objective:
Implement ND legislative changes.
Implement Federal Program changes.
Pursue data collection changes with collaboration of school districts and other agencies.
Provide system project management & programs, design, development and maintenance.
Provide data collection and analysis services for the administration of state statutes, including but not limited to foundation aid, approval and accreditation, and other state and federal program requirements.

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201 DEPT OF PUBLIC INSTRUCTION

Version: 2009-B-01-00201

Project: **Infrastructure**

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

The increase in the 6030 area (IT contracts services and repairs) is due to several projects will transition from the development phase (current cost are in the project section of the budget) to the maintenance phase. The scope of the work dictates that the systems will need outside contractor assistance to maintain

2. Total number of desktop computers: 58

   Number of desktops for which you are requesting replacement funding: 24

   Average replacement cost/desktop: 1,150

3. Total number of laptop computers: 56

   Number of laptops for which you are requesting replacement funding: 27

   Average replacement cost/laptop: 2,600

What state planning region are these desktop/laptop computers located?

Region 1 0 **2** 1 **3** 0 **4** 0 **5** 2 **6** 0 **7** 101 **8** 0

4. What percentage of these pcs are running the following operating systems:

     (total should be equal to 100%)

Open Source OS	0 %
MAC OS	1 %
Windows Vista	0 %
Windows XP	99 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?

Please explain:

IT Asset Management Plan

  Office automation equipment (laptops, desktops, printers, etc) and software are used for general office task. Currently 3 FTEs are assigned to maintain office automation equipment. These items are scheduled to be replaced using the states life cycle (4 years) and 25% are set to be replaced per year.

All major systems have been redesigned during the previous biennium with no current plan to restructure and are transitioning into the maintenance phase. Currently 5 FTEs are assigned the task of enhancing current systems; the majority of the work will be accomplished by outside contractors due to the scope of the work

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$55,000	$55,000	$0	$55,000	$60,000
IT5510	IT EQUIPMENT UNDER $5000	$160,000	$160,000	$0	$160,000	$170,000
IT6010	IT DATA PROCESSING	$1,041,789	$1,041,789	$0	$1,041,789	$950,000
IT6020	IT COMMUNICATIONS	$144,336	$144,336	$0	$144,336	$160,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$625,000	$625,000	$575,000	$1,200,000	$900,000
	Total Budget:	**$2,026,125**	**$2,026,125**	**$575,000**	**$2,601,125**	**$2,240,000**
001	STATE GENERAL FUND	$349,108	$307,583	$575,000	$882,583	$310,583
FED1	IT FEDERAL FUNDS	$1,677,017	$1,718,542	$0	$1,718,542	$1,929,417
	Total Funding:	**$2,026,125**	**$2,026,125**	**$575,000**	**$2,601,125**	**$2,240,000**

IT Plan – Agency Submitted

201 DEPT OF PUBLIC INSTRUCTION

Version: 2009-B-01-00201

Project: ED-001 Education Portal

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Agency Priority - 2   **Project Type:** New initiative

Project description
Provide an effective environment for information collaboration among the educating community; students, parents, teachers, administrators, Department of Public Instruction (DPI), Career and Technical Education (CTE) , Education Standards and Practices Board (ESPB), legislators, at el.

Briefly describe the business need or problem driving the proposed project.
Currently data is collected and distributed through several disjointed methods resulting in duplicate data collections and delays in relaying timely information to the general public and educating community

Describe how the project is consistent with the organizations mission.
Rapid dissemination of information and "best practice" techniques will help improve education levels statewide

Describe the anticipated benefits of the project and who will derive the benefits.
Teachers and administrators will be able to establish district and/or statewide support systems as an effective means to exchange information. The educating community will have a single location to enter and retrieve data based on their log-on credentials and interest. All interaction will be done through a pass word protected web site preventing any increased expenditures by local school districts

Describe the impact of not implementing the project.
Lack of a common location for exchange of ideas results in disjointed efforts by members of the educating community. Increased effort needed by administrators to enter information in several locations results in increased data errors.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Linking of multiple systems under a single umbrella – the majority of systems have been developed using a common language and a goal of integrating into a single access point concept
User buy-in – the convenience of a single point of access for data collections should reduce workload and increase buy-in

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

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201 DEPT OF PUBLIC INSTRUCTION

Version: 2009-B-01-00201

Project: ED-001 Education Portal

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Additional Costs? -
Optional Project Costs -

Total Project Cost? -   **$0**

Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?

n/a

IT Plan – Agency Submitted

201 DEPT OF PUBLIC INSTRUCTION

Version: 2009-B-01-00201

Project: ED-001 Education Portal

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	CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM

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201 DEPT OF PUBLIC INSTRUCTION
Version: 2009-B-01-00201
Project: LDS-001 Longitudinal Data Sys Phase 1 (P16 data warehouse)

Date: 11/20/2008
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Agency Priority - 1   **Project Type:** New initiative

Project description
To implement a educational data warehouse and analysis tools to evaluate and deliver data comprised of primary through secondary education data.

The project will encompass delivering timely and secure education data to meet the demands of federal and state reporting, No Child Left Behind, policymakers, ND workforce intelligence, school districts, educators and the public

Briefly describe the business need or problem driving the proposed project.
A major tool in evaluating the effectiveness of education and training programs, identifying strengths and weaknesses, and determining readiness for workforce and post-secondary education are data systems capable of storing longitudinal data that is readily accessible to the right people at the right time while maintaining individual privacy.

Describe how the project is consistent with the organizations mission.
The mission of the North Dakota Department of Public Instruction is to provide leadership for a comprehensive system of educational opportunities for all people of North Dakota. By statue, DPI is responsible for the collection/reporting of information to state and federal entities.

Describe the anticipated benefits of the project and who will derive the benefits.
The educational decision makers will benefit from higher quality data across a broader spectrum helping them make data driven decisions and be able to better prepare the student for the challenges of higher education and the public workforce.

Describe the impact of not implementing the project.
The burden of increased requirements for data will lead to lower quality data. Non-prepared students will continue to cause higher education and the public workforce to expend time and money to retrain and bring performance up to standards.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Excess staff time used for development – use contracted services to reduce workload
Finding contractors capable of handling scope of work – over recent years many other states have had success with implementation and are willing to share "lessons learned" and an increased vendor pool that that specializes in education systems and consulting
User buy-in – a decrease in workload should increase active participation

IT Plan – Agency Submitted

201 DEPT OF PUBLIC INSTRUCTION

Version: 2009-B-01-00201

Project: LDS-001 Longitudinal Data Sys Phase 1 (P16 data warehouse)

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Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? - **$0**
Tot Proj Costs + Optionals - **$0**

What additional expenditures are being paid out of non-appropriated funds?
n/a

IT Plan – Agency Submitted

201 DEPT OF PUBLIC INSTRUCTION
Version: 2009-B-01-00201
Project: LDS-001   Longitudinal Data Sys Phase 1 (P16 data warehouse)

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$9,000,000	$0	$9,000,000	$0
	Total Budget:	**$0**	**$9,000,000**	**$0**	**$9,000,000**	**$0**
FED1	IT FEDERAL FUNDS	$0	$9,000,000	$0	$9,000,000	$0
	Total Funding:	**$0**	**$9,000,000**	**$0**	**$9,000,000**	**$0**

IT Plan – Agency Submitted

226 STATE LAND DEPARTMENT
Version: 2009-B-01-00226
Project: **Infrastructure**

Date: 11/20/2008

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Agency IT Plan Contact Data
Levi Erdman 328-1911
Gary Preszler 328-2807

Review of Agency's IT Architecture
Land Department use of Information Technology relies at its core on a SQL server database (SLDSlims) that contains all of the vital data for our various divisions. The two application platforms that access this data for production purposes (both from a windows desktop environment) are 1) C++ (MFC) connecting through ODBC and 2) .NET (C#) connecting through ADO .NET.

Individual Land Department applications are a part of the SLIMS (State Land Information Management System) application, an internally developed application. Business purposes for SLIMS are land and lease management (for both surface and mineral acreage), mineral royalty tracking and accounting, and managing property and claims for the unclaimed property system. SLIMS also contains a document imaging aspect, which interfaces with FileNet through web services for land management documents. Agency IT programming and servicing needs are provided internally by 2 full time employees.

Planned Infrastructure Activities and Changes
No core IT infrastructure changes are planned beyond application programming maintenance. Maintenance of the SLIMS system involves programming for changing business needs, most notably in addressing the increasing land management workload spurred by the oil and gas activity in western ND. Improving interaction and automation of field inspections, integrating document imaging as our paper records are digitized, and improving our website to address public interest are the main areas of planned application changes and additions.

IT Plan – Agency Submitted

226   STATE LAND DEPARTMENT

Version: 2009-B-01-00226

Project: **Infrastructure**

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 30
   Number of desktops for which you are requesting replacement funding: 8
   Average replacement cost/desktop: 1,000

3. Total number of laptop computers: 6
   Number of laptops for which you are requesting replacement funding: 4
   Average replacement cost/laptop: 1,500

What state planning region are these desktop/laptop computers located?

Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   36 **8**   0

4. What percentage of these pcs are running the following operating systems:

   (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	0 **%**
Windows XP	100 **%**
Other	0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?

Please explain:

IT Asset Management Plan

The useful life for IT equipment is 4 years for desktop workstations and 5 years for office printers. Equipment is replaced after its useful life has expired. SLIMS has an estimated useful life of 10 years. We plan to retain our current staff by offering competitive wages and work environment that supports their career growth goals. Recruitment of new staff will be based on the same principles.

IT Plan – Agency Submitted

226 STATE LAND DEPARTMENT

Version: 2009-B-01-00226

Project: **Infrastructure**

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$192,816	$0	$192,816	$0
IT5131	ADDITIONAL SALARIES - OTHER	$183,624	$0	$0	$0	$183,624
IT5160	FRINGE BENEFITS	$0	$64,804	$0	$64,804	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$63,264	$0	$0	$0	$63,264
IT5310	IT SOFTWARE AND SUPPLIES	$10,000	$17,886	$2,365	$20,251	$20,251
IT5510	IT EQUIPMENT UNDER $5000	$15,600	$13,778	$1,822	$15,600	$15,600
IT6010	IT DATA PROCESSING	$53,000	$96,852	$8,448	$105,300	$105,300
IT6020	IT COMMUNICATIONS	$30,000	$31,411	$0	$31,411	$31,411
	Total Budget:	**$355,488**	**$417,547**	**$12,635**	**$430,182**	**$419,450**
206	LAND DEPARTMENT MAINT. FUND	$355,488	$417,547	$12,635	$430,182	$419,450
	Total Funding:	**$355,488**	**$417,547**	**$12,635**	**$430,182**	**$419,450**

IT Plan – Agency Submitted

250 STATE LIBRARY
Version: 2009-B-01-00250
Project: **Infrastructure**

Date: 11/20/2008

Time: 8:25 AM

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Agency IT Plan Contact Data
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telephone number is: 328-4658

Review of Agency's IT Architecture
The North Dakota State Library works closely with the Information Technology Division (ITD) in various ways. The State Library complies with the rules, regulations, and policies of ITD in the daily operations of its computers, telecommunications, and technology related activities.

The State Library works with ITD to add public libraries to the STAGENET connectivity system.

It also works with ITD to establish the filtering network for public libraries who must comply with the CIPA law to receive federal funding.

The State Library utilizes ODIN, the Online Dakota Information Network, for it's library functions. ODIN does periodic updates to it's software (Version 18 is available July 18, 2008), and provides training when this happens. ODIN does all of it's own support, utilizing the UND computer center. The State Library has no governance or control over ODIN; it just is a customer.
The State Library subscribes to READS, which provides online software to manage the Talking Book services that the agency provides. READS provides upgraded versions every few years, and provides the technical support to the agency IT person to impliment the upgrades for the State Library staff.
The State Library utilizes OCLC (an international library database) for it's cataloging and interlibrary loan functions. As a subscriber, the agency receives technical support for any changes that occur.

Planned Infrastructure Activities and Changes
The State Library technology goals include:
Keeping up-to-date with computing technology and software to efficiently and effectively deliver library and information services to citizens of North Dakota.
Assisting public libraries with their filtering needs to allow them to be compliant with the federal rules and regulations to be eligible for federal funding.
Partnering with ITD to connect public libraries to Stagenet, the state's backbone for public libraries.

The State Library has a four year plan replacement for it's computers. The IT staff for the State Library provides ongoing maintenance on the agency PC's. There are no changes planned in the agency infrastructure for the next biennium.

IT Plan – Agency Submitted

250   STATE LIBRARY
Version: 2009-B-01-00250
Project: **Infrastructure**

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 50
   Number of desktops for which you are requesting replacement funding: 25
   Average replacement cost/desktop: 1,200

3. Total number of laptop computers: 5
   Number of laptops for which you are requesting replacement funding: 3
   Average replacement cost/laptop: 2,000
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   55 **8**   0

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)
Open Source OS   0 **%**
MAC OS   0 **%**
Windows Vista   0 **%**
Windows XP   100 **%**
Other   0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
The North Dakota State Library utililzes the Information Technology Division of State Government for ongoing services including ConnectND, email, servers, telephone, and Internet connectivity. The ability for citizens and librarians to communicate electronically with the State Library is critical in providing efficient and effective access to information and location tools.

IT Plan – Agency Submitted

250   STATE LIBRARY

Version: 2009-B-01-00250

Project: **Infrastructure**

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IT5110	SALARIES - PERMANENT	$0	$65,904	$0	$65,904	$0
IT5131	ADDITIONAL SALARIES - OTHER	$68,757	$0	$0	$0	$68,540
IT5160	FRINGE BENEFITS	$0	$27,234	$0	$27,234	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$22,920	$0	$0	$0	$28,323
IT5310	IT SOFTWARE AND SUPPLIES	$10,000	$10,000	$0	$10,000	$10,000
IT5510	IT EQUIPMENT UNDER $5000	$30,000	$30,000	$0	$30,000	$30,000
IT6010	IT DATA PROCESSING	$68,000	$68,000	$0	$68,000	$68,000
IT6020	IT COMMUNICATIONS	$28,000	$28,000	$0	$28,000	$28,000
	Total Budget:	**$227,677**	**$229,138**	**$0**	**$229,138**	**$232,863**
001	STATE GENERAL FUND	$227,677	$229,138	$0	$229,138	$232,863
	Total Funding:	**$227,677**	**$229,138**	**$0**	**$229,138**	**$232,863**

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Agency IT Plan Contact Data

Kerry Olson-Rysavy, Technology Coordinator, 701-665-4412, kerry.rysavy@sendit.nodak.edu

Review of Agency's IT Architecture

The State of North Dakota provides and manages the ATM T1 line, router and switches. Windows 2003 Server software is the operating system installed on the LAN Server. The 'old' Server running Windows 2000 Server has been set up as a backup unit. All workstations on the LAN are running either Windows XP Professional or Windows Vista Business 32-bit. The computer lab continues to retain the newest machines as well as up-to-date software programs accessible to all students and staff. Computers running Windows 2000 are currently used as standalones for different specialized purposes. Only one (1) computer on campus is running Windows 95 and it is used as a standalone for an internal message board system.

NDSD's LAN consists of a file server, a backup file server, and 52 computers campus-wide with two (2) Videophone Relay D-Link units. The LAN workstations are located in classrooms, a computer lab, dormitory/lounge areas, offices, library, video conference room (codec and computer)/meeting room, and audiological booth. Printers are located in convenient locations throughout campus.

Workstations not connected to the LAN have been set up to manage the 16-camera video security system and electronic door locks throughout the campus. A computerized time management system allowing a more efficient method of record keeping is maintained at the business office. A message board system (purchased through donated funds) controlled by a workstation continues to provide information for the students and staff in the resource center only (the remaining boards around campus no longer work). Because this system is quite old, NDSD is looking to replace it in the near future.

Other computers not connected to the LAN are utilized as standalone workstations used in classrooms and the dormitory area for students to use for educational software and/or games.   Notebooks and a tablet are maintained for student and staff use upon request. Four (4) notebook computers including printers are located off-campus and housed by the Outreach/Parent-Infant Programs in Grand Forks, Fargo, Bismarck, and Minot.

Peripheral Equipment such as video cameras, digital cameras, TVs, VCRs, DVD/VCR combo units, scanners and LCD projectors are available to teachers and students for completion of school projects and as instruments for self-evaluation and analysis. A SMARTBoard centrally located has proven to be a vital learning tool for the students as well as a means of training for staff. An Otoacoustic Emissions Unit (OAE) continues to provide early identification of hearing impairment in infants and very young children.

The captioning of VHS tapes and making DVD copies has proven to be beneficial to the education of the deaf and hard of hearing students. A lab has been set up to include the captioning equipment and two transcription stations. NDSD plans to expand this service to deaf and hard of hearing families, other school districts, agencies, employers, and organizations serving the deaf and hard of hearing throughout the state. Remote Realtime Online Captioning is another service that is being considered.

NDSD houses two Interactive Video Network (IVN) conference rooms which continue to be a major role in providing services for students, staff and local area.   The video conference system is used for the benefit of students increasing their curriculum choices, allowing them to collaborate with other schools and classroom projects, improving staff professional development options, increasing participation in meetings held around the state, providing specialized classes (sign language) to other school districts, and increasing parental, special education units, and local home school districts participation in the program of students from districts throughout the State of North Dakota currently attending the ND School for the Deaf.   It is also used by outside agencies, groups, and/or individuals upon request and availability. As a result of the addition of this equipment, NDSD

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continues to be a member of the NESC (NE Education Services Cooperative) and will be an active participant in working with other school districts and the local college in implementing the video conferencing concept in sharing expertise and services.

NDSD utilizes external hard drive devices as its major backup method. The entire network is backed up daily (Monday through Friday) on a hard drive and once a month a complete backup is done and the hard drive is stored off campus. NDSD is currently in the process of migrating campus-wide to Microsoft Office 2007 Pro as a standardized application and all computers/notebooks will be upgraded by the end of the summer in 2008. NDSD will continue to upgrade software programs as needed and required to maintain an up-to-date system. Educational software is continually evaluated and recommendations made as needed.   Efforts are focused on the integration of technology into the curriculum. The educational and residential areas currently utilize a number of educational software programs to enhance technology into the classroom as well as into the dormitory setting in the evenings.

As a state agency, NDSD's web page with the assistance of the state's Information Technology Department (ITD) continues to meet web accessibility compliancy issues. NDSD works with ITD in maintaining a web site that provides up-to-date information as well as meeting compliancy issues required by the state. The web page is hosted by the state and is reviewed and updated as needed.

With increased use of the Internet and Email services, NDSD realizes the importance of safeguarding the school's network against viruses and other dangers that come with Internet usage. As a member of the state K-12 network, NDSD obtains its licenses and updated software (Symantec System Client) through Education Technology Services (EduTech). Virus definitions are updated daily from the EduTech server to provide protection to the school's network from numerous damaging viruses. EduTech also provides NDSD with an added firewall protection (Symantec Firewall Client) for machines running Windows XP and below. It does not work with Windows Vista.

NDSD maintains and updates as needed an in-house messaging software program (Pink Notes) which is another means of communicating between classrooms and other departments. This program has proven to be a valuable asset in relaying information quickly and as another method of using technical means to achieve its mission.

NDSD currently hosts and provides via its PBX box voice mail options to other state agencies in Devils Lake. On campus this service is another means of communicating with fellow staff members as well as the general public having the option to leave messages in designated areas when there is no one immediately available. However, the program is not compatible with the telecommunication system for the deaf (TTY) and continues to be a concern for our agency. In order for this to be a vital asset to the deaf population this issue needs to be addressed.

All staff is given an opportunity for technology-training when possible. A campus-wide survey is submitted at the end of the school year to help determine technology training for all departments according to staff needs and budget.   NDSD is part of the Devils Lake Area Teacher Center that offers and provides workshops, classes, and materials to use in the classroom. NDSD also has training opportunities and technical support by the regional EduTech Technology Services, Information Technology Department, Office of Management and Budget and Central Personnel offices, if needed.

All staff will be supported and encouraged to belong and attend organizations pertinent to their positions.   In regards to technology, the coordinator is a member of the ND Association of Technology Leaders (NDATL), a statewide organization of technology leaders represented by all schools in the state.   The NDATL meets on a regular basis providing leadership and guidance for schools as well as a means of sharing vital information and technology. NDATL meets quarterly via the ND IVN network.

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Planned Infrastructure Activities and Changes

Goal #1: Update infrastructure to more efficiently support NDSD's mission of education

Objectives:
- Replace/upgrade at least 13 computers per year
- Maintain a secure and up-to-date SERVER
- Replace and/or purchase peripheral equipment as needed
- Purchase and place SMARTboard/Activboard units to viable classroom locations for student utilization
- Continue to be active participant in the state's K-12 school network
- Upgrade and maintain current notebook that utilizes the Otoacoustic Emissions Unit
- Replace/upgrade video conferencing (IVN) equipment in 2nd IVN room
- Maintain electronics door security system/campus security (video camera)
- Maintain/upgrade Telecommunications equipment (phones, voice mail, video relay via D-Link units, web cams)
- Maintain up-to-date Energy Management System
- Replace and/or upgrade current Message Board System to viable on-campus locations

Goal #2: Improve Communications and Outreach Services delivered throughout the State of North Dakota and surrounding areas

Objectives:
- Maintain up-to-date information on school web site
- Participate in the statewide online library network.
- Use outreach database to compile services
- Develop and distribute online surveys to obtain valuable information to improve delivery of services
- Continue to provide Telecommunication Services including voice mail option to viable on-campus locations
- Continue to provide email (EduTech) and Internet access for students and staff

Goal #3: Utilization of Technology

Objectives:
- Expand closed-captioning services to schools, families and outside agencies
- Expand and continue IVN opportunities including professional development options, meetings, class offerings,
     for students, individuals, groups/organizations and other agencies
- Continue to upgrade operational and educational software programs
- Provide staff training in hardware and software programs
- Participate in mandated and elective training opportunities

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- Expand video relay service
- Expand interpreting services to include Remote Realtime Online Captioning

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 53
   Number of desktops for which you are requesting replacement funding: 27
   Average replacement cost/desktop: 1,300

3. Total number of laptop computers: 20
   Number of laptops for which you are requesting replacement funding: 10
   Average replacement cost/laptop: 1,600
What state planning region are these desktop/laptop computers located?
Region 1 0 **2** 1 **3** 69 **4** 1 **5** 1 **6** 0 **7** 1 **8** 0

4. What percentage of these pcs are running the following operating systems:
      (total should be equal to 100%)
Open Source OS 0 **%**
MAC OS 0 **%**
Windows Vista 15 **%**
Windows XP 73 **%**
Other 12 **%**

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan
Hardware: As a method to keep the ND School for the Deaf's (NDSD) technology hardware up-to-date, NDSD follows the state's yearly suggestion of computer and monitor replacement. The computers and monitors purchased are placed in locations based on the age of the current equipment, how it is used, and the need of the area. NDSD Peripheral equipment is also maintained and purchased when necessary based on the condition and use of the equipment. Old computers, monitors, and peripheral equipment is discarded and/or sent to state surplus.

Software: NDSD is a part of the state system and thus utilizes the financial accounting software (Peoplesoft) distributed by the state. Access to the software is obtained via web. Upgrades to the financial programs are managed and distributed by the state. Microsoft Office was implemented campus-wide as the primary application and will be upgraded to the newest version (2007) campus-wide by the end of the 2008 summer. Other software used by the school relates to the educational area and is upgraded as needed for the benefit of the students served. An Energy Management System software program was purchased recently and NDSD is responsible for its maintenance and upgrades. This software program is designed to help manage the energy used throughout the buildings and grounds.

IT Staff: NDSD is a small agency that employs one full time individual who oversees and manages the entire LAN at the school. Training opportunities are available and

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encouraged to help keep up with the ever changing technology.

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IT5110	SALARIES - PERMANENT	$0	$83,280	$0	$83,280	$0
IT5160	FRINGE BENEFITS	$0	$30,150	$0	$30,150	$0
IT5310	IT SOFTWARE AND SUPPLIES	$8,588	$9,750	$5,000	$14,750	$9,751
IT5510	IT EQUIPMENT UNDER $5000	$68,678	$51,100	$91,600	$142,700	$51,102
IT6010	IT DATA PROCESSING	$87,378	$88,856	$372	$89,228	$88,856
IT6020	IT COMMUNICATIONS	$54,378	$51,063	$348	$51,411	$51,064
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$25,000	$25,000	$1
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$60,000	$60,000	$0
	Total Budget:	**$219,022**	**$314,199**	**$182,320**	**$496,519**	**$200,774**
001	STATE GENERAL FUND	$77,919	$174,280	$182,320	$356,600	$60,855
353	SCHOOL FOR THE DEAF FUND - 353	$138,465	$137,375	$0	$137,375	$137,375
I151	DEAF/BLIND SERVICES PROJECT	$2,638	$2,544	$0	$2,544	$2,544
	Total Funding:	**$219,022**	**$314,199**	**$182,320**	**$496,519**	**$200,774**

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Agency IT Plan Contact Data

Contact Names: Tami Purcell, Business Manager, tpurcell@nd.gov

or

Gary Bornsen, IT Coordinator, gbornsen@nd.gov

Phone: 701-795-2700

Review of Agency's IT Architecture

ND Vision Services/School for the Blind primarily uses Microsoft Office for it's business practices with the exception of the three following business applications:

1. JAWS for Windows. JAWS is a comprehensive screen reading program that helps low vision or blind users complete computer-based tasks such as browsing the web, sending and reading e-mail, utilizing spreadsheets and accessing databases. JAWS works alongside popular applications, reading information on the computer screen using synthesized speech. With a refreshable braille display, JAWS can provide braille output in addition to, or instead of, speech. JAWS for Windows is produced by Freedom Scientific.

2. Alpha Five Software. Alpha Five is software for building desktop and database applications. Because NDVS is not a traditional school, we use Alpha Five to keep track of the services we provide to students and adults.

3. Peachtree Accounting Software. Peachtree is used to maintain the accounts receivable function for "The Store". The Store is a service provided to North Dakota residents that enables them to purchase adaptive aids for low vision or blind individuals that you would not be able to purchase at a local retail store. NDVS has the approval from the Office of Management and Budget to use this software for The Store purpose.

Planned Infrastructure Activities and Changes

IT Goals & Objectives:

1.   Maintain office PC's on four year replacement cycle, replace printers, scanners, and file server as needed
2. Maintain network upgrades as necessary

3. Maintain current upgrades to office software

4. Maintain up to date telephone services

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5. Maintain an up to date web site

6. Provide technology training to staff as necessary

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 30

   Number of desktops for which you are requesting replacement funding: 14

   Average replacement cost/desktop: 850

3. Total number of laptop computers: 5

   Number of laptops for which you are requesting replacement funding: 2

   Average replacement cost/laptop: 1,400

What state planning region are these desktop/laptop computers located?

Region 1   0   **2**   2   **3**   0   **4**   35   **5**   1   **6**   1   **7**   1   **8**   0

4. What percentage of these pcs are running the following operating systems:

        (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	9 **%**
Windows XP	91 **%**
Other	0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?   0

Please explain:

IT Asset Management Plan

The following costs comprise the IT Infrastructure operating activities:

Data processing charges $52,320

(Includes Connect ND charges and additional services provided by ITD)

Telecommunications $33,000

IT Equipment $17,240

Software/supplies $8,200

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Webpage/contractual
  Services $6,500

Total of $117,260

The IT plan supports one IT staff person for salaries & wages.

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IT5110	SALARIES - PERMANENT	$0	$90,072	$0	$90,072	$0
IT5131	ADDITIONAL SALARIES - OTHER	$117,064	$0	$0	$0	$121,358
IT5160	FRINGE BENEFITS	$0	$31,286	$0	$31,286	$0
IT5310	IT SOFTWARE AND SUPPLIES	$8,200	$8,200	$0	$8,200	$8,200
IT5510	IT EQUIPMENT UNDER $5000	$20,892	$17,240	$0	$17,240	$21,000
IT6010	IT DATA PROCESSING	$58,668	$54,820	$1,476	$56,296	$56,000
IT6020	IT COMMUNICATIONS	$31,224	$33,000	$1,632	$34,632	$34,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$4,000	$4,000	$0	$4,000	$4,000
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$14,000	$14,000	$0
	Total Budget:	**$240,048**	**$238,618**	**$17,108**	**$255,726**	**$244,558**
001	STATE GENERAL FUND	$160,064	$171,358	$17,108	$188,466	$181,358
354	SCHOOL FOR THE BLIND FUND - 354	$79,984	$67,260	$0	$67,260	$63,200
	Total Funding:	**$240,048**	**$238,618**	**$17,108**	**$255,726**	**$244,558**

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Agency IT Plan Contact Data

Ray Hintz

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Review of Agency's IT Architecture

The purpose of CTE is to provide support for our programs in k-12 as well as community colleges. Each service area has a suppervisor. Some service areas have assistant suppervisors. Administrative assistants are avialable for each of the service areas. Training and conference registrations utilize InfoPath forms and SharePoint services. Web Services are utilized to share information with students, teachers, and administrators. Most of the service areas have student organizations. These organizations have several state wide conferences. On-line registration to these conferences is handled by InfoPath forms using web services. The development of the forms is done mostly in house. Nexus Innovations has been providing support if needed. Our agency has one state wide Professional Development Conference. On-line registration is provided with that conference. The registration process does accept credit cards. The process to accept credit cards has involved having Nexus Innovations write managed code.

Our agency distributes both Federal Perkins funds to ND schools and state funds. The process has been a paper - mailing process. Plans are underway to convert this process to an on-line process. This project will be listed as a project. Plans are that the project will be handled in-house. It is possible that a software product may have to be purchased to handle work flows dealing with this project. We are working with Nexus Innovations and ITD to test and purchase this product. The product will allow us to manage workflows and still keep our InfoPath/SharePoint forms unmanaged.

Microsoft Office 2007 meets most of our needs to communicate with ND schools. Adobe Creative Suite is being utilized to maintain our web site. No additional software needs are anticipated for the 2009-2011 biennium

The web site is in the process of being re-written. This project will be completed before the 2009-2011 biennium and will not be listed as a new project.

A data collection project was completed this last biennium with DPI. No large projects are projected for the comming biennium.

Planned Infrastructure Activities and Changes

Computer replacement is on a 4 year rotation. 14 of the 28 computers will be replaced during the 2009-2011 biennium. 7 desktops and 7 laptops are included in the budget. Port Relicators will be purchased with the laptops. Most of the monitors we presently use are 19 in flat screen monitors and will not be replaced during the 2009-2011 biennium. The

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budget will be able to purchase several replacements or larger flat screens. The printers and scanners we have are sufficient. Money will be available for replacement if needed.

We utilize a 15 unit mobile lab for remote training purposes. This unit may be upgraded during the 2009-2011 biennium.

We still have cat 3 wiring in use on the 15th floor. All the cat 3 wire needs to be converted to cat 5. We will be adding additional wall ports to allow more flexibility in location of workstations.

InfoPath and SharePoint Services are being used by our agency and additional usage is being planned for the biennium. Some SharePoint costs are unknown at this point.

Software upgrades may include Microsoft Office, Adobe, and Macromedia upgrades.

The LCAP system is being retired. The STARS project is being developed and supported along with DPI to collect the required data from secondary schools.

All the computers used by this agency are on a 4 year rotation. We plan on replacing half of all the pc's during the 2009-2011 biennium. The laser printers and scanners will only be replaced as needed. A mobile 15 unit laptop lab is utilized for training purposes. A portion of this lab may be replaced during the biennium if needed.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
The $37,942 savings is a result of LCAP support . This application will no longer be used.

2. Total number of desktop computers: 14
   Number of desktops for which you are requesting replacement funding: 7
   Average replacement cost/desktop: 1,000

3. Total number of laptop computers: 29
   Number of laptops for which you are requesting replacement funding: 22
   Average replacement cost/laptop: 1,500
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   29 **8**   0

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	20 **%**
Windows XP	80 **%**
Other	0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan
Computer replacement is on a 4 year rotation. 14 of the 28 computers will be replaced during the 2009-2011 biennium. 7 desktops and 7 laptops are included in the budget. Port Relicators will be purchased with the laptops. Most of the monitors we presently use are 19 in flat screen monitors and will not be replaced during the 2009-2011 biennium. The budget will be able to purchase several replacements or larger flat screens. The printers and scanners we have are sufficient. Money will be available for replacement if needed.

We utilize a 15 unit mobile lab for remote training purposes. This unit may be upgraded during the 2009-2011 biennium.

We still have cat 3 wiring in use on the 15th floor. All the cat 3 wire needs to be converted to cat 5. We will be adding additional wall ports to allow more flexibility in location of workstations.

We have $22,500 budgeted for IT equipment under $5,000.

InfoPath and SharePoint Services are being used by our agency and additional usage is being planned for the biennium. Some SharePoint costs are unknown at this point.

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Software upgrades may include Microsoft Office, Adobe, and Macromedia upgrades.

$32,000 has been budgeted for Software and Supplies.

The LCAP system is being retired. The STARS project is being developed and supported along with DPI to collect the required data from secondary schools.

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IT5310	IT SOFTWARE AND SUPPLIES	$30,425	$32,000	$0	$32,000	$50,000
IT5510	IT EQUIPMENT UNDER $5000	$18,183	$22,500	$0	$22,500	$50,000
IT6010	IT DATA PROCESSING	$87,477	$90,000	$0	$90,000	$80,000
IT6020	IT COMMUNICATIONS	$28,950	$35,500	$0	$35,500	$40,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$122,463	$84,521	$0	$84,521	$90,100
	Total Budget:	**$287,498**	**$264,521**	**$0**	**$264,521**	**$310,100**
001	STATE GENERAL FUND	$287,498	$264,521	$0	$264,521	$310,100
	Total Funding:	**$287,498**	**$264,521**	**$0**	**$264,521**	**$310,100**

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Agency IT Plan Contact Data
Contact: Darin J. Meschke
Title: Lead IT Coordinator
Address: 600 E. Boulevard Ave., Dept. 301, Bismarck, ND 58505-0200
Phone: (701) 328-2494
Email: dmeschke@nd.gov

Review of Agency's IT Architecture
The ND Department of Health (NDDoH) continues to manage its information technology (IT) hardware and software through our information technology coordinators located throughout the department. Our coordinators are assigned to specific sections and divisions within the department and are responsible for coordinating the IT activities for that section. Because the department is located at three primary locations around the city of Bismarck, the NDDoH has designated one of these coordinators as the department lead IT coordinator. This lead position works closely with management and the other coordinators to effectively manage IT at a department level. The IT strategy of the department depends on the effective communication and coordination of the department's IT coordinators. The goals of this group are to continue to promote departmental system integration where it is affordable and sensible, standardize hardware and software configurations, develop and encourage information sharing across the department and with our external partners and customers, and to provide proactive IT service delivery.

The NDDoH relies heavily on the use of current technologies to provide it's valuable support and services to ensuring that North Dakota is a healthy place to live and that each person has an equal opportunity to enjoy good health. We advance our mission by networking, facilitating local efforts, collaborating with partners and stakeholders and providing expertise in developing creative public health solutions using these technologies.

The NDDoH continues to rely on the on the Information Technology Department (ITD) to provide essential telecommunications, data processing and network services to the department so that we may conduct our daily business functions. These services include, but are not limited to, telephone, voice mail, Internet access and LAN and WAN access across the state's high-speed network. These essential services benefit all the customers and employees of the department. Without the use of these essential services, the department would not be able to function and serve the people of North Dakota.

The NDDoH continues to rely on the effective use of personal computers (PCs) across the state's high-speed wide area network. The department currently maintains over 300 PCs, more than 100 laptops and about 40 high-output laser printers. The NDDoH maintains a wide variety of custom software applications and databases. These systems range in complexity from fully functional web-enabled applications, to intricate laboratory and analysis systems, to single function MS Access databases. The department continues to acquire federally developed software solutions that are typically mandated and provided at a nominal cost. Support and coordination for these software solutions are managed by the department's IT coordinators as they focus their efforts on department wide solutions. The primary software focus of the department is to continue to move new and existing solutions to the web when possible and integrate these solutions when it makes sense.   The department's significant business applications are listed below:

1) _Vital Statistics_ - This system allows the Division of Vital Records to capture and maintain vital event data, including birth, death, fetal death, abortion, marriage and divorce records. Electronic Vital Event Reporting (EVER) was released in January 2006 as a way for hospitals to electronically report birth event information via the web. Our 2008

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upgrade added death and fetal death registration used by funeral homes, physicians, coroners and the state medical examiner. This system is a combination of Powerbuilder and J2EE compliant Internet applications and uses an Oracle database. The applications used within this system are maintained by ITD and must follow an upgrade schedule maintained by ITD. DOH IT Coordinator - Darin Meschke.

2) *NDIIS* - The North Dakota Immunization Information System is a statewide immunization registry that is used by 98% of public immunization sites and 91% of private childhood immunization sites in the state. The registry provides easy access and storage of immunization information for all residents of the state; however, it is primarily used for children. This system has been in use since 1988 and is used by our Division of Disease Control. The application is presently a web-based application written in JAVA and Visual Basic and uses a MS SQL database. The software used for this system in maintained by Blue Cross/Blue Shield of North Dakota. DOH IT Coordinator - Jennifer Messer.

3) *AIRS* - The ambient air quality system stores data collected by the data acquisition system located at various monitoring sites throughout the state. Data collected is then provided to the Environmental Protection Agency (EPA). This LAN-based application was originally purchased in 1980 and is used by the Division of Air Quality. Written in MS Access and Visual Basic, the data is stored in an MS Access database. DOH IT Coordinator - Allen Johnson.

4) *SDWIS* - The Safe Drinking Water Information System provides a means to create and maintain safe drinking water information and the ability to transfer that data electronically to the EPA. The latest version of the systems was released in April 2006 and is used by our Division of Water Quality. Written in SQL, this system uses an Oracle database. DOH IT Coordinator - Allen Johnson.

5) *WICnet* - WICnet is a web-based system used by our Division of Nutrition and Physical Activity for the North Dakota Women, Infants and Children (WIC) program and was implemented statewide on January 9th, 2006. WICnet is used to collect data on participants, including demographics, income, anthropometrics, nutrition education, careplan, referral data, and food packages. It also has the ability to schedule appointments, print checks on demand, plot growth charts, capture statewide messages, and produce various reports. The system runs either in connected (internet) mode or in a disconnected (no internet) mode. WICnet is a smart client application with web components developed in VB.NET and uses a MS SQL database. DOH IT Coordinator - Corey Bergrud.

6) *NDCR* - The North Dakota Cancer Registry is used to collect all cancer related data from clinics, hospitals and laboratories in the state. The information collected is transmitted to the Centers for Disease Control and Prevention (CDC), so that it can be merged into the national database. Originally developed in 1996, the system is solely used by the Division of Cancer Prevention and Control. Written in is written in C and VB .Net using SQL Server 2000 for the database. DOH IT Coordinator - Corey Bergrud.

7) *StarLIMS V9.414* - StarLims Sunrise Version 2 was deployed in production September of 2005 by the Division of Laboratory Services - Microbiology. This system serves as the Laboratory Information Management System (LIMS) for the Microbiology Laboratory. The main functions of StarLIMS include specimen management, test resulting and reporting, electronic laboratory reporting, accounts receivable billing and specimen/test records management. Future enhancements include inventory management, generating grant report statistics and mutual assistance functionality. StarLIMS uses a MS SQL database. DOH IT Coordinator - Kevin Kosse.

8) *NWA LIMS* - The department's Laboratory Information Management System stores all the information associated with the analysis of samples submitted to the Division of Laboratory Services - Chemistry, along with some types of environmental samples submitted to the Division of Laboratory Services - Microbiology. Originally implemented in 1987, the system not only provides analysis services to the department, but also to several outside agencies including the EPA, Public Service Commission, Department of Agriculture, Public Water Plants and private citizens. Written in a proprietary language, this system uses a Pervasive database. DOH IT Coordinator - Kevin Kosse.

9) *ASPEN* - The Automated Survey Processing ENvironment is utilized by all facility surveyors with the Division of Health Facilities. All information collected regarding state

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and federal survey certification is stored in this system and sent to the Denver regional office and the Baltimore central office for the Centers for Medicare and Medicaid Services (CMS). Written in MS Access, this system uses an Oracle database. DOH IT Coordinator - Todd Frieze.

10) _HAN_ - The Health Alert Network is statewide, integrated information and communications system primarily used to distribute health alerts, advisories and updates relating to emergency/disaster events and prevention guidelines, through multiple means of communications. This system is used by the Emergency Preparedness Section and uses a MS SQL database. DOH IT Coordinator - William James.

11) _EDSS_ - The Electronic Disease Surveillience System is utilized by the Division of Disease Control and forms the foundation of public health surveillance in the state. This new system replaced the old DREAMS system because of it's inability to move forward with the needs of the division. The system allows the department to efficiently monitor and more rapidly report disease information to the appropriate agencies and also includes an outbreak management component to allow the department to more effectively manage disease outbreaks. The system will also allow hospital laboratories to automatically submit lab test data directly into the system without the need for manual data entry. This system uses an Oracle database. DOH IT Coordinator - Jennifer Messer.

The department continues to provide assistance and leadership to the state's Enterprise Architecture (EA) initiative, including representation on the State Information Technology Advisory Committee (SITAC). The NDDoH has representatives on many of the domain teams within EA, as the state progresses in its efforts at deploying enterprise wide solutions, effectively and efficiently across state government. The department recognizes the need for a cohesive statewide plan of action to develop the infrastructure for all state agencies and to include local public health units, hospitals, laboratories, tribal health, military health and the general public.

Planned Infrastructure Activities and Changes

GOAL: Maintain secure and reliable telecommunication services and computer networks

Objective(s):

1) Secure both telecommuncations and computer network services throught the Information Technology Department (ITD). These services are essential to the effectiveness of the entire department. This is a continual ongoing goal of the NDDoH.

Comments:

This goal relates to the services provided by the Information Technology Department. The services that are included here are as follows:

   1) All telecommunications.
   2) All monthly network device charges.
   3) All system/database hosting fees.
   4) All miscellaneous fees, including ConnectND, Liquid Office, Records Management, File and Print, etc.
   5) All miscellaneous software maintenance to existing ITD applications

GOAL: Maintain and promote the use of office automation standards and practices within the NDDoH.

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Objective(s):

1) Hardware upgrades: Maintain a four-year replacement schedule for all department PC workstations and laptops to ensure that NDDoH staff continue to work efficiently and effectively.

2) Software upgrades: Maintain a routine schedule for the upgrade of PC workstation software, including office automation suites (MS Office) and operating systems.

Comments:

This goal relates to computer and software replacements that will occur during the biennium. The DOH typically replaces about 1/2 of all existing PC hardware and software each biennium. This replacement would include a new HP computer and the latest version of Microsoft Office software. Any other user specific software is typically updated on an as needed basis.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 341
    Number of desktops for which you are requesting replacement funding: 160
    Average replacement cost/desktop: 1,200

3. Total number of laptop computers: 150
    Number of laptops for which you are requesting replacement funding: 70
    Average replacement cost/laptop: 2,000
What state planning region are these desktop/laptop computers located?
Region 1   4 **2**   5 **3**   2 **4**   2 **5**   9 **6**   4 **7**   459 **8**   6

4. What percentage of these pcs are running the following operating systems:
        (total should be equal to 100%)
Open Source OS   0 **%**
MAC OS   0 **%**
Windows Vista   2 **%**
Windows XP   95 **%**
Other   3 **%**

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
The Department of Health currently maintains over 300 PCs, 100 laptops and around 40 high-output laser based printers.

Our hardware asset replacement schedule is as follows:

PCs/Laptops: 4 years
Monitors: 4 years (Replacing CRTs with flat panels, flat panels are replaced as they fail)
Printers: 6 years (Some printers are kept longer depending on need and/or performance)
Servers: 4 years (This varies a great deal because some servers in our laboratories must be kept for   longer periods of time based on vendor standards, while other Federal servers we   maintain are replaced based on the federal replacement cycle which may be more or   less agressive.)

Standard software applications such as Microsoft Office and Adobe Acrobat are upgraded to the most current version of the software when a new PC or laptop is purchased. Some

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divisions upgrade this software on all of their PCs at one time to ensure uniformity, while others simply load the most current version after receiving the new PC. Software Assurance is not a mandate at the Department of Health, however some divisions have chosen to purchase it for certain Microsoft products.

Server operating system upgrades are usually done as we replace the server itself. Again, this is usually mandated by the software system running on the server and can be mandated by the vendor or by the federal government.

PC operating systems are typically pre-installed with the new purchase. The department is in the process of evaluating the Vista operating system on a limited basis and at this point is not ready to roll out this operating system department wide becase of the concerns over compatibility and performance. We are presently ordering all new PCs with the XP operating system and will continue to do so until XP is no longer available.

Our information technology coordinators that are assigned to specific sections and divisions within the department and are responsible for coordinating the IT activities, with the Lead IT coordinator for the entire department. These individuals not only posess the educational requirements necessary to hold their positions, but are then trained specifically, on the job, for the expertise they require to maintain the hardware and software they are responsible for.

Currently, we have 8 IT Coordinators:

1) Darin Meschke, Lead IT Coordinator - Administrative Support Section - Judicial Wing
2) Allen Johnson - Environmental Health Section - Gold Seal Campus
3) Kevin Kosse - Environmental Health Section - Laboratory Campus
4) Corey Bergrud - Community Health Section - Judicial Wing
5) Jennifer Messer - Disease Control - Judicial Wing
6) Todd Friesz - Health Resources Section - Judicial Wing
7) Brian Miller - Health Resources Section - Judicial Wing
8) William James - Emergency Preparedness Section - Gold Seal Campus

The coordinators are eligible to attend annual training that is required for the systems they are responsible for. The department promotes training where appropriate and allows the coordinators to schedule and attend whenever possible. Coordination of department-wide IT training is usually done by the lead IT coordinator.

When a new IT coordinator is hired at the department, an effort is made to allow the outgoing coordinator time to train his/her replacement. This is done whenever possible to allow for a smother transitition. However, when this cannot be accomplished, the coordinator obtains their training from the remaining coordinators and through on the job training.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$682,896	$0	$682,896	$0
IT5160	FRINGE BENEFITS	$0	$228,476	$0	$228,476	$0
IT5310	IT SOFTWARE AND SUPPLIES	$392,073	$364,372	$77,745	$442,117	$382,590
IT5510	IT EQUIPMENT UNDER $5000	$407,718	$372,500	$63,200	$435,700	$391,125
IT6010	IT DATA PROCESSING	$1,323,259	$1,064,061	$80,734	$1,144,795	$1,117,263
IT6020	IT COMMUNICATIONS	$518,427	$513,647	$68,324	$581,971	$539,329
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,009,664	$1,641,552	$70,250	$1,711,802	$1,710,799
	Total Budget:	**$3,651,141**	**$4,867,504**	**$360,253**	**$5,227,757**	**$4,141,106**
001	STATE GENERAL FUND	$439,636	$657,000	$360,253	$1,017,253	$455,604
370	HEALTH & CONSOLIDATED LAB FUND 370	$40,258	$57,793	$0	$57,793	$47,042
H100	ADMINISTRATIVE SERVICES FEDERAL FUN	$329,460	$328,108	$0	$328,108	$222,842
H200	MEDICAL SERVICES FEDERAL FUNDS	$514,420	$651,060	$0	$651,060	$571,310
H300	HEALTH RESOURCES FEDERAL FUNDS	$217,296	$389,398	$0	$389,398	$197,161
H400	COMMUNITY HEALTH FEDERAL FUNDS	$359,829	$574,000	$0	$574,000	$493,399
H500	ENVIRONMENTAL HEALTH FEDERAL FUNDS	$708,202	$933,037	$0	$933,037	$835,040
H600	EMERGENCY PREP & RESPONSE FED FD	$956,621	$1,193,419	$0	$1,193,419	$1,237,759
H700	SPECIAL POPULATIONS FEDERAL FUNDS	$85,419	$83,689	$0	$83,689	$80,949
	Total Funding:	**$3,651,141**	**$4,867,504**	**$360,253**	**$5,227,757**	**$4,141,106**

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Agency IT Plan Contact Data

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Primary point of contact is Barry Lewis, ND Veterans Home IT, blewis@nd.gov, 701-683-6509. Secondary point of contact is Kristin Lunneborg, ND Veterans Home Accounting Manager, klunneborg@nd.gov, 701-683-6503.

Review of Agency's IT Architecture

The ND Veterans Home IT system consists of a Windows 2003 server and 33 work stations with Windows XP Pro. All of the workstations have Microsoft Office XP. 20 of the workstations have MDI medical records software and are classified for HIPAA (Health Insurance Portability and Accountability Act) use. MDI clinical records software replaced Horizon Master Series which was bought out by MDI. In addition, the MDI software has accounting functions for resident rent and trust accounts. Two workstations have Diet Master 2000 software. This program manages resident diets for both skilled and basic care. Time Trak software is loaded on the server with two card swipe stations. This software is used to manage department schedules and track employee work hours. Supervisors use Time Trak to build their work schedules and manage employee work hours. Additionally, the server is used as a file server for all departments. The storage area is segregated into HIPAA and non-HIPAA areas. Three notebook computers are available for meetings and in service training.

Planned Infrastructure Activities and Changes

Technology Goals and Objectives

The following are technology goals and objectives for the ND Veterans Home:

1. Stay abreast current hardware and software technology by the systematic replacement of data automation infrastructure.
2. Upgrade a computer based training system that will provide state of the art technology for employee training.
3. Provide a video conferencing capability that will allow the ND Veterans Home to remotely participate in meetings and medical consultations.
4. Obtain contractual services that will maintain and support data automation hardware and software technologies.

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1. **If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.**

2. **Total number of desktop computers:**   33
   Number of desktops for which you are requesting replacement funding: 17
   Average replacement cost/desktop: 1,515

3. **Total number of laptop computers:**   6
   Number of laptops for which you are requesting replacement funding: 1
   Average replacement cost/laptop: 1,750

What state planning region are these desktop/laptop computers located?

Region 1   0   **2**   0   **3**   0   **4**   0   **5**   0   **6**   39   **7**   0   **8**   0

4. **What percentage of these pcs are running the following operating systems:**
   (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	13 **%**
Windows XP	87 **%**
Other	0 **%**

5. **What additional expenditures are being paid out of non-appropriated funds?**
   Please explain:

IT Asset Management Plan

Workstations will be replaced every four years to maintain current standards. This accomplished by replacing half of the workstations each biennium. Operating System (OS) and office suite software will be replaced when new software becomes available and useable. Old workstations will be disposed of or provided to the Veterans for use in the common areas. The VTHSRV1 server replacement is on an "as required" basis for current hardware standards and application program requirements. The old server, VTHSRV2, is used for recover testing, update testing, and as an emergency backup.

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IT5310	IT SOFTWARE AND SUPPLIES	$10,500	$15,620	$0	$15,620	$16,500
IT5510	IT EQUIPMENT UNDER $5000	$45,300	$43,500	$0	$43,500	$35,500
IT6010	IT DATA PROCESSING	$84,000	$124,900	$0	$124,900	$125,000
IT6020	IT COMMUNICATIONS	$107,100	$155,160	$0	$155,160	$155,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$27,900	$27,900	$35,200	$63,100	$91,000
	Total Budget:	**$274,800**	**$367,080**	**$35,200**	**$402,280**	**$423,000**
001	STATE GENERAL FUND	$0	$0	$35,200	$35,200	$0
380	SOLDIERS HOME FUND 380	$274,800	$367,080	$0	$367,080	$423,000
	Total Funding:	**$274,800**	**$367,080**	**$35,200**	**$402,280**	**$423,000**

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Agency Priority - 1   **Project Type:** Major enhancement/upgrade

Project description

This EHR program would replace the current MDI program and paper medical records with a complete electronic records system.   The EHR program would cover five major areas, clinical records, electronic medication administration record (eMAR), electronic charting, minimum data set (MDS) submission and accounting.

Briefly describe the business need or problem driving the proposed project.

The current medical records software, MDI, does not have electronic charting or eMAR capability. Many parts of the program are hard to work with and do not produce required reports. The accounting functions are very poor and do not comply with the State Auditors recommendations.   The new EHR program must include clinical records, assessments, care plans, physician orders, medications, electronic charting with portable input devices, MDS, census, accounts receivable, trust accounts and reports.

Describe how the project is consistent with the organizations mission.

ND Veterans Home (NDVH) Staff will strive to provide quality care with continuing excellence while managing Veterans Home resources efficiently and effectively. EHR system would assist NDVH Staff in providing the best care for its Residents while improving resource management.

Describe the anticipated benefits of the project and who will derive the benefits.

-EHR would eliminate paper medical records.

-Allow real time input of medical information through electronic charting.

-eMAR insures timely and accurate medication dispensing for the residents.

-Medical information could be electronically interchanged with other health care providers.

-Comply with Presidential Executive Order 13335.

Describe the impact of not implementing the project.

NDVH would not comply with federal requirements for EHR.   In addition, NDVH would not be able to interface with other health providers such as the Veterans Administration (VA).

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

The primary risk is procuring software from a company that goes out of business. This occurred with our two previous companies prior to MDI. Continuous program support is required from the host company because of the constant federal and state changes in the MDS and reimbursement system.

Describe the additional costs?

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None

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -	$0
Optional Project Costs -	$111,900
Total Project Cost? -	**$0**
Tot Proj Costs + Optionals -	**$111,900**

What additional expenditures are being paid out of non-appropriated funds?

None

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IT6930	IT EQUIPMENT OVER $5000	$0	$0	$98,900	$98,900	$0
	Total Budget:	**$0**	**$0**	**$98,900**	**$98,900**	**$0**
001	STATE GENERAL FUND	$0	$0	$98,900	$98,900	$0
	Total Funding:	**$0**	**$0**	**$98,900**	**$98,900**	**$0**

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Agency IT Plan Contact Data
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Bismarck ND 58505
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Review of Agency's IT Architecture
IT EQUIPMENT:

NDIAC maintains two desktops and two laptops for its 4 F.T.E. Also in service by the agency are two Blackberry phones.

Currently 3 users use Windows XP Pro and one user has Windows Vista. It is anticipated that by the end of the 2009-11 biennium 3 users will be using Vista with one continuing with Windows XP.

According to the IT replacement cycle the NDIAC is scheduled to replace two desktops in the 2009-11 biennium.

TELEPHONE & DATA PROCESSING:

The increase in rates that ITD will charge state agencies for the 2009-11 biennium will result in a projected $938 increase for the NDIAC to operate with the same number of phones and network ports .

Planned Infrastructure Activities and Changes
Planned Infrastructure Activities And Changes

The NDIAC continues to make available it's most requested document, Statewide Directory of American Indian Resources, on it's website. Other documents and resources are also made available through the NDIAC website.

Webcasts of past 'First Nations Day' events and past 'State of the Relationship' addresses made to the ND State Legislature continue to be available. Webcasts of future events will be archived and available on the website.

The NDIAC continues to have very limited funding availability for staff to attend technology training programs. Support services are requested from ITD on as needed basis.

Overall, these developments increase the efficiency of the agency and also make information available to the public in a more timely manner.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 2
   Number of desktops for which you are requesting replacement funding: 2
   Average replacement cost/desktop: 1,000

3. Total number of laptop computers: 2
   Number of laptops for which you are requesting replacement funding: 0
   Average replacement cost/laptop: 1,500
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   4 **8**   0

4. What percentage of these pcs are running the following operating systems:
         (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	25 **%**
Windows XP	75 **%**
Other	0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan

The NDIAC continues to maintain its website to accessibility standards as set by the Enterprise Architecture team.

The NDIAC continues to adhere to replacement cycles for IT equipment.

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IT5310	IT SOFTWARE AND SUPPLIES	$2,000	$2,000	$0	$2,000	$2,000
IT5510	IT EQUIPMENT UNDER $5000	$6,000	$6,000	$0	$6,000	$3,000
IT6010	IT DATA PROCESSING	$6,000	$6,000	$0	$6,000	$6,000
IT6020	IT COMMUNICATIONS	$12,000	$12,000	$0	$12,000	$12,000
	Total Budget:	**$26,000**	**$26,000**	**$0**	**$26,000**	**$23,000**
001	STATE GENERAL FUND	$26,000	$26,000	$0	$26,000	$23,000
	Total Funding:	**$26,000**	**$26,000**	**$0**	**$26,000**	**$23,000**

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Agency IT Plan Contact Data
Department #321
Veterans Affairs
Cathy Halgunseth
Chief Administrator
Telephone # 701-239-7165
E-mail: chalguns@nd.gov

Review of Agency's IT Architecture
The Grant Hardship Program tracks approved / disapproved applicants along with vendor payments. MS Access is used for the database which runs on Windows XP operating system. ITD provides technical support for program enhancements.

Nortridge Loan System (NLS) tracks approved / disapproved applicants. It processes loan payments, provides ACH capabilities, calculates late payment fees, and adjusts for collection and charge off accounts. The softward runs on Windows XP operating system. A maintenance agreement with NLS company provides technical support and program upgrades. ITD provides daily program backup.

CBC Innovis provides the ability to access credit bureau reports for loan eligibility. It is an internet based software on a secured website and runs on Windows XP operating system.

Metro2 software allows credit reporting on Veterans Aid Loans. It runs on Windows XP operating system. Information is uploaded via the internet using a secured website.

Virtural Veterans software allows our service officers to track federal claims, complete forms and capture forms electronically.

Planned Infrastructure Activities and Changes
Discharge Project initiated in 2007-2009 biennium with software provided by ITD. Maintenance and upgrades will be coordinated thru ITD. Two VPN clients provide secure access to the program.

The agency's website is hosted by ITD. Changes to the website include a password-protected site that County Veterans Service Officers can access for department forms and training information. Updates and modifications will be submitted to ITD to keep the website current.

Telephone system and internet capabilities provided by ITD.

Networking capability is planned for the agency to allow the sharing of software and file applications to enable the staff to work more efficiently on mutual projects.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 9
   Number of desktops for which you are requesting replacement funding: 4
   Average replacement cost/desktop: 750

3. Total number of laptop computers: 2
   Number of laptops for which you are requesting replacement funding: 1
   Average replacement cost/laptop: 1,275
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   9 **6**   0 **7**   2 **8**   0

4. What percentage of these pcs are running the following operating systems:
      (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	0 **%**
Windows XP	100 **%**
Other	0 **%**

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan

Desktop PC and Notebooks are replaced every four years. 17" flat screen monitors are replaced as they fail, which we assume 10% per year will fail. Laserjet printers are replaced as they fail. Projector and scanner capability reviewed for compatibility with new desktop pc and software upgrades.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$2,050	$0	$800	$800	$500
IT5510	IT EQUIPMENT UNDER $5000	$4,900	$0	$8,350	$8,350	$4,300
IT6010	IT DATA PROCESSING	$14,573	$8,844	$6,138	$14,982	$14,982
IT6020	IT COMMUNICATIONS	$15,508	$16,331	$600	$16,931	$16,931
IT6030	IT CONTRACT SERVICES & REPAIRS	$5,000	$0	$5,000	$5,000	$5,000
	Total Budget:	**$42,031**	**$25,175**	**$20,888**	**$46,063**	**$41,713**
001	STATE GENERAL FUND	$42,031	$25,175	$20,888	$46,063	$41,713
	Total Funding:	**$42,031**	**$25,175**	**$20,888**	**$46,063**	**$41,713**

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Agency IT Plan Contact Data
Jennifer Witham, Information Technology Services Director
Phone 328-2570
e-mail jwitham@nd.gov

Review of Agency's IT Architecture
DHS maintains the following major information systems to support its program operations and service delivery:

Medical Services:
being replaced in the 2007-2009 biennium - Websphere, Oracle
Medicaid Management Information System
Medicaid provides health care coverage for certain low-income individuals and families who fit into an eligibility group that is recognized by federal and state law. The primary function of the Medicaid Management Information System (MMIS) is the payment of Medicaid claims from healthcare providers for individuals that are enrolled in a Medicaid benefit plan. The MMIS does not determine financial eligibility. Once an individual or family is found to be Medicaid eligible, information is passed from the eligibility system to the MMIS and the beneficiary is "enrolled" into the appropriate benefit plan within the MMIS. The MMIS is composed of several sub-systems that support the following business processes and their associated functions: Beneficiary Management , Provider Management, Program Management (benefit administration and financial reporting), Payment/Operations Management (claims adjudication, pricing, prior authorizations/service limits, remittance advice, electronic funds transfer, coordination of benefits, third party liability, recoupment, mass adjustments, drug rebate, estate recovery), Care Management, and Program Integrity Management.
Pharmacy Point of Sale System
being replaced in the 2007-2009 biennium - Websphere, Oracle
Pharmacy POS included many of the functions also included in the MMIS specific to prescription drug claims.
Medicaid Decision Support System
being upgraded in the 2007-2009 biennium - proprietary infrastructure of Thomson-Reuters
The DSS is a specific business intelligence system for analysis of medical claim data.

Medicaid and Economic Assistance eligiblity determination system(s):
requesting the replacement of these systems in 2009-2011 biennium (architecture is identified by system)
Vision
Allfusion Gen, DB2
This system determines eligibility and benefit levels for the Temporary Assistance for Needy Families (TANF) and determines eligibility for Medicaid for all children and family coverage groups.
TECS (Technical Eligibility Computer System)
COBOL/CICS, various DB
Information system for determining client and case eligibility for Food Stamps and Medicaid Aged, Blind and Disabled.   coverage groups. TANF (interfaced through Vision) and

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Food Stamps benefit payment is generated from this system.

LIHEAP (Low Income Heating Assistance Program)

Natural, ADABAS

This system is designed to keep track of client and vendor (utilities, heating oil suppliers, etc.) records and determine appropriate benefits for those eligibile for low income heating assistance. It calculates benefit levels, tracks amounts paid to vendors, maintains statistical information on clients and provides reports and notices.

Child Care Assistance

Natural, ADABAS

this system is designed to enter information for payments for child care recipients on a monthly basis.

Child Support:

FACSES (Fully Automated Child Support Enforcement System)

Natural, Adabas

FASSES is deigned to be used by State Child Support and Clerks of Court to maintain and manage child support enforcement activities such as establishment of paternity, court order establishment and enforcement, locate and new hire reporting. It maintains finacial records pertaining to the accrual of support obligations, collection and receipt support and is designed to distribute all support collected accourding to existing distribution laws.

Children and Family Services

replacement of the user interface and integration of the cross-system workflow is being replaced in the 2007-2009 biennium

Child Abuse and Neglect

COBOL, flat file DB

This system is used to collect data on Child Abuse and Neglect assessments, assessments terminated in progress, and administrive referrals. The data is used for program reporting and county reimbursement.

Single Point of Care

Websphere, DB2

This system manages in home treatment services and case management functions.

CCWIPS (Comprehensive Child Welfare Information Processing System)

Natural, ADABAS

CCWIPS is a statewide case management system for the foster care and adoption programs. It supports day to day functionality that foster care social workers and regional supervisors follow in working with foster children. The Aduption module is used at the state office for all cases administered by licensed child placing agencies. CCWIPS gernates all payments for foster care and subsidized adoption.

Mental Health and Substance Abuse

ROAP (Regional Office Automation Program)

proprietary infrastructure of Creative SocioMedics

The ROAP system consists of the patient accounting and case management functions required to support the operations of the eight regional DHS Human Service Centers.

Developmental Disabilities

ASSIST (Achieving Support Systems)

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Allfusion Gen, DB2
ASSIST supports integrated case management services for developmentally disabled clients.

Vocational Rehabilitation
VRIS (Vocational REhabilitation Information System)
Natural, ADABAS
VRIS tracks client demographics, plan of employment, services provided, payments for services, and provider demographics.

Disability Determination Services
Versa
proprietary infrastructure
The Versa System is a comple case processing system supports for the determination of disability services.

Planned Infrastructure Activities and Changes
The primary functions of Information Technology Services are maintaining existing systems and implementing new and/or replacement systems. In order to excel in both of these areas, several competencies need to exist within the IT organization: knowledge of the business architecture (i.e. practices and policies) and knowledge of the IT tools used to support these systems (i.e. information and technical architectures).

Because technology innovation is a constant, it is imperative that IT staff be aware of technology shifts that will impact current and future systems. This IT planning function is not just about the newly available tools and their benefits, but also – and more importantly – how to best apply these tools to unmet needs with the business.

The current *process* of "IT Planning" is principally what this strategic IT plan is intended to represent. The arrows in the diagram are meant to depict the fluidity of these interdependent processes. The following list of initiatives and goals represents the major activities that exist in each of these areas for the next 1-3 years.

IT Planning
Design of the Enterprise Data Warehouse and Business Intelligence tools- plan for its continued utility in replacing current programmatic report and data analysis needs.

Master Client Index – plan for how to extend the use of this product to the applications that were not included in the ES100000 file. Additionally, there is a tremendous opportunities to integrate with our key "trading partners" they we exchange data with today for client support. This aligns with JoAnne Hoesel's interest with "data linking".

Eligibility determination functions/systems need to be analyzed for potential replacement and/or upgrading.

System support for the operating environment for Child Support needs to be defined in relation to the intent of ITD to phase out the current mainframe server.

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Interoperability opportunities continue to grow and become standardized. As these protocols are adopted by the health industry for data exchange, it is imperative that we understand how to incorporate these opportunities into our system replacement initiatives.

Electronic Document Management Services (EDMS) is extensive in its provision for increased efficiencies. Beyond scanning of records and their subsequent retrieval, EDMS can provide for forms automation and workflow management. When one thinks of information technology services, it usually is limited to desktop software or specific application systems in which they interact. EDMS provides for ways to manage everything that crosses your desk on a daily basis and how to automatic the work processes that each on of us engage in that don't neatly fall into either of the other two categories. Based on the "balanced score card" approach, the Information Technology Services Division intents to continue to focus on the following strategic goals:

<u>Customer Service</u>

Application Support
- o   Development of Business Analyst function
        Emphasis on understanding business processes
- o   Implementation of integrated system design in all strategic procurements
        Emphasis on data sharing and reusability of components
- o   Increased alignment with system support in other divisions:
        Economic Assistance (SSD staff)
        Child Support (Lila Drucker/staff)
        Medical Services (Mark Gudmanson/staff)
        Child Welfare (Paula Weston)
        Aging (Scott Hague)
- o   Increased alignment with Research Division
        Data stewardship / data quality
        Reporting (Business Intelligence functions)
        Data Warehousing
        Master Client Index

System Support Services
- o   Assist with defining appropriate use of document management services and tools
- o   Help Desk implementation
        Continued roll-out in Central Office and State Hospital
- o   Training Services
        Increased emphasis on providing outreach to users within existing staffing levels
        Planned "lunch and learns" type seminars using internal and external subject matter experts (1 hour max)
- o   Microsoft Access services and support
        Transition where appropriate to new tools (Cognos, Oracle)

<u>Internal Efficiencies</u>

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Implement time management/resource management tools where appropriate

Increase controls and processes related to security management

- o   Implementation of security assignment database
- o   Redesign security request process

Use result measurements from ITD help desk statistics to target problem areas in desk top support for central office (training opportunities for department staff)

- o   Continue to market the use of this tool for all end user issues/problems

Fiscal Stewardship

Ensure all staff understand how to account for the their areas of responsibility as it relates to divisional expenditures

- o   How to use reports produced by Fiscal Services
- o   Procurement training for all appropriate personnel
- o   Enforcement of policies regarding timely and accurate submission of invoices and contract payment requests
- o   Trend analysis on ITD billing in order to provide accurate cash flow estimations

Move toward a more engaged oversight of software development requests (business analyst and system architecture functions)

Learning and Growth

Application Support

- o   Focus on staff growth and development in the areas of business analysis and system design
- o   Emphasis need to understand business processes and strategic goals of the areas they support
    - Provide opportunities for staff to attend national conferences and training sessions that will help them to gain insight into the policies that drive the area they are supporting
    - Expectation to seek out material that is available online and within the repositories available within the department

System Support

- o   Provide opportunities for desktop support staff to stay current on software they support (Microsoft, anti-virus, etc.)
- o   Better define what services we are capable of providing with current staff in the area of Electronic Document Management Services
    - Reasonable expectations for existing staff and appropriate training for that targeted level of service
    - Define services that we will need to rely on ITD
    - Define how growth in the "records management" function will complement and support the services these service offerings
- o   Define expectations of Security role
    - Current position will continue to be focused on operational support of security process
    - Understand how security management is changing with new architectures

All areas

- o   Focus on the strengths within individuals and whenever possible assign responsibilities that align with those strengths

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

Overall increase in ITD Service costs are due to: hosting fee for new MMIS system, additional systems adminitration labor costs, and increased CPU utilization on the mainframre for Economic Assistance (Vision) and Child Support (FASCES), increase in software development rates and new technology fee. (continued on Narrative under Asset Managment Plan.

2. Total number of desktop computers: 1,650
   Number of desktops for which you are requesting replacement funding: 795
   Average replacement cost/desktop: 550

3. Total number of laptop computers: 200
    Number of laptops for which you are requesting replacement funding: 107
    Average replacement cost/laptop: 1,464

What state planning region are these desktop/laptop computers located?

Region 1   75 **2**   140 **3**   85 **4**   325 **5**   200 **6**   375 **7**   550 **8**   100

4. What percentage of these pcs are running the following operating systems:
           (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	95 %
Other	5 %

5. What additional expenditures are being paid out of non-appropriated funds?   0

Please explain:

IT Asset Management Plan

Activities Request/Planned for 2009-2011

System Replacement Projects
        Replacement of eligibility determinations systems (Vision, TECS, LIHEAP and Child Care)
        Re-architect Developmental Disability system (ASSIST)

Asset Management
        Continue 4-year replacement cycle for desktop systems
        Replacement of network printer as needed (6 year cycle), scanners and monitors
        Relicensing of desktop software as required

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Activities in 2007-2009:

System Replacement Projects (Large Projects reported in 2008-2009)

  Medicaid Systems Project

- Children and Family Services

  o Replacement of the user interface for Child Protection Services, Wrap Around and Foster Care

  Master Client Index

- Lotus Notes for email and calendaring with Outlook

- Implementation of MT Schedule for the Regional Human Service Centers

- Children with Disabilities

- Continuous Eligibility

- Early Enterprise Management and Reporting System (EMAR)

- Electronic Benefit Management

Asset Management

  Mainframe Migration participation - did not migrate systems

- Upgrade to Office 2007

- NPI issue and claims processing problems

- New Job Service interfaces for TANF

  enhancements and modifications

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$2,856,262	$3,049,186	$0	$3,049,186	$3,049,186
IT5130	TEMP SALARIES	$278,172	$353,520	$0	$353,520	$353,520
IT5140	OVERTIME	$0	$75,000	$0	$75,000	$75,000
IT5160	FRINGE BENEFITS	$1,081,367	$1,139,412	$0	$1,139,412	$1,139,412
IT5310	IT SOFTWARE AND SUPPLIES	$384,730	$418,591	$0	$418,591	$418,591
IT5510	IT EQUIPMENT UNDER $5000	$1,192,617	$804,561	$0	$804,561	$804,561
IT6010	IT DATA PROCESSING	$33,164,858	$27,661,713	$0	$27,661,713	$27,661,713
IT6020	IT COMMUNICATIONS	$2,405,741	$2,461,975	$0	$2,461,975	$2,461,975
IT6030	IT CONTRACT SERVICES & REPAIRS	$40,774,110	$12,253,505	$0	$12,253,505	$12,253,505
	Total Budget:	**$82,137,857**	**$48,217,463**	**$0**	**$48,217,463**	**$48,217,463**
001	STATE GENERAL FUND	$19,295,069	$20,088,253	$0	$20,088,253	$20,088,253
360	HUMAN SERVICES DEPARTMENT FUND 360	$4,337,340	$1,895,784	$0	$1,895,784	$1,895,784
432	PERMANENT OIL TAX TRUST FUND	$20,775	$0	$0	$0	$0
F100	FOOD AND NUTRITION SERVICES	$47,233	$35,052		$35,052	$35,052
F110	SOCIAL SERVICE BLOCK GRANT	$4	$0	$0	$0	$0
F120	TEMPORARY ASST FOR NEEDY FAMILIES	$76,631	$87,729		$87,729	$87,729
F130	CHILD SUPPORT	$208,755	$346,283	$0	$346,283	$346,283
F140	CHILD CARE	$6,308	$31,399	$0	$31,399	$31,399
F150	LOW INCOME HEATING & ENERGY ASST	$11,480	$218,861	$0	$218,861	$218,861
F200	AGING SERVICES	$10,650	$7,858	$0	$7,858	$7,858
F300	DISABILITY SERVICES	$40,572	$177,778	$0	$177,778	$177,778
F400	MENTAL HEALTH AND SUBSTANCE ABUSE	$6,679	$7,832	$0	$7,832	$7,832
F500	CHILD WELFARE	$8,400	$48,013	$0	$48,013	$48,013
F600	REFUGEE	$540	$934	$0	$934	$934
F700	MEDICAID	$687,302	$411,849		$411,849	$411,849
F800	STATE CHILDRENS HEALTH INSUR PROG	$8,430	$7,820	$0	$7,820	$7,820
FED1	IT FEDERAL FUNDS	$57,371,689	$24,852,018	$0	$24,852,018	$24,852,018
	Total Funding:	**$82,137,857**	**$48,217,463**	**$0**	**$48,217,463**	**$48,217,463**

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Project: 1 Replace Eligibility Determination System(s)

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Agency Priority - 1   **Project Type:** Application replacement   **Age of Current Application:** 25

Project description
See attached Narrative.

Briefly describe the business need or problem driving the proposed project.
See attached Narrative.

Describe how the project is consistent with the organizations mission.
The North Dakota Department of Human Services' mission is to provide quality, efficient and effective human services, which improve the lives of people: leveraging the investment in the legacy systems through re-architecting into a modern platform will result in improved maintainability, reduced costs and increased usability, productivity and responsiveness of the IT organization to the business; the appropriate and consistent management of electronic records.

Describe the anticipated benefits of the project and who will derive the benefits.
See attached Narrative.

Describe the impact of not implementing the project.
See attached Narrative.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
See attached Narrative.

Describe the additional costs?
DHS staff time. This does not represent new FTEs.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $1,045,200
Optional Project Costs - $0
Total Project Cost? -   **$19,542,200**
Tot Proj Costs + Optionals -   **$19,542,200**

What additional expenditures are being paid out of non-appropriated funds?

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Project: 1 Replace Eligibility Determination System(s)

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IT5110	SALARIES - PERMANENT	$0	$0	$96,888	$96,888	$0
IT5160	FRINGE BENEFITS	$0	$0	$32,588	$32,588	$0
IT5510	IT EQUIPMENT UNDER $5000	$0	$0	$800	$800	$0
IT6010	IT DATA PROCESSING	$0	$0	$18,501,044	$18,501,044	$8,600,000
IT6020	IT COMMUNICATIONS	$0	$0	$960	$960	$0
	Total Budget:	**$0**	**$0**	**$18,632,280**	**$18,632,280**	**$8,600,000**
001	STATE GENERAL FUND	$0	$0	$9,316,140	$9,316,140	$4,300,000
F100	FOOD AND NUTRITION SERVICES	$0	$0	$3,733,601	$3,733,601	$1,723,298
F120	TEMPORARY ASST FOR NEEDY FAMILIES	$0	$0	$950,378	$950,378	$438,661
F700	MEDICAID	$0	$0	$4,632,161	$4,632,161	$2,138,041
	Total Funding:	**$0**	**$0**	**$18,632,280**	**$18,632,280**	**$8,600,000**

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Agency Priority - 2   **Project Type:** New initiative

Project description
IT costs for FTEs related to Global Behavioral Health OAR and Expansion and Enhancement OARs

Briefly describe the business need or problem driving the proposed project.
IT costs for FTEs related to Global Behavioral Health OAR and Expansion and Enhancement OARs

Describe how the project is consistent with the organizations mission.
IT costs for FTEs related to Global Behavioral Health OAR and Expansion and Enhancement OARs

Describe the anticipated benefits of the project and who will derive the benefits.
IT costs for FTEs related to Global Behavioral Health OAR and Expansion and Enhancement OARs

Describe the impact of not implementing the project.
IT costs for FTEs related to Global Behavioral Health OAR and Expansion and Enhancement OARs

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
IT costs for FTEs related to Global Behavioral Health OAR and Expansion and Enhancement OARs

Describe the additional costs?
IT costs for FTEs related to Global Behavioral Health OAR and Expansion and Enhancement OARs

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs - $0
Total Project Cost? -   **$0**
Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?
IT costs for FTEs related to Global Behavioral Health OAR and Expansion and Enhancement OARs

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IT5510	IT EQUIPMENT UNDER $5000	$0	$0	$9,050	$9,050	$9,050
IT6010	IT DATA PROCESSING	$0	$0	$8,184	$8,184	$8,184
IT6020	IT COMMUNICATIONS	$0	$0	$13,078	$13,078	$13,078
	Total Budget:	**$0**	**$0**	**$30,312**	**$30,312**	**$30,312**
001	STATE GENERAL FUND	$0	$0	$5,768	$5,768	$5,768
360	HUMAN SERVICES DEPARTMENT FUND 360	$0	$0	$25	$25	$25
FED1	IT FEDERAL FUNDS	$0	$0	$24,519	$24,519	$24,519
	Total Funding:	**$0**	**$0**	**$30,312**	**$30,312**	**$30,312**

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360 PROTECTION AND ADVOCACY

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Project: **Infrastructure**

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Review of Agency's IT Architecture
P&A relies heavily on Information Technology to facilitate the provision of services across North Dakota. P&A has nine (9) offices which are located in Williston, Minot, Belcourt, Devils Lake, Grand Forks, Fargo, Jamestown, Bismarck, and Dickinson. Each regional office is staffed by 1- 3 advocates. Bismarck is a combined regional and state administrative office and has 15 staff. None of P&A's regional offices have support staff and supervision and support is provided to regional staff from the administrative office. Reliable telecommunication services and quality network connectivity are essential for P&A's functioning. The Internet is used for research and as a vehicle for accessing our database service and collecting client data. Email is used to facilitate communication between staff, staff and clients, and staff and service providers. It has become an essential vehicle for conducting business. P&A also relies heavily on the use of individual PCs and Office Suite software in accomplishing its mission.

P&A has established the following goals and objectives:

Goal 1: P&A will maintain IT systems that manage, store, and allow P&A to provide current, accurate data to the public, to funding sources, and to other stakeholders.

Objective 1: P&A will maintain an effective database system for collecting client data.

P&A currently subscribes to a database service developed and maintained by the National Disability Rights Network. The systems was designed specifically to meet the data collection and case management requirements of P&A systems. The database has a web-interface and meets agency requirements for security and confidentiality.

Objective 2: P&A will maintain effective activity and time-tracking software for accounting and reporting purposes.

P&A has Dovico's Track-IT timekeeping software. Implementation has proved challenging. We have no current plans to continue maintenance of the software and will evaluate the direction P&A needs to take meet this objective during the 09-11 biennium.

Objective 3: P&A will use technology to facilitate effective and efficient management and storage of data, and records.

P&A utilizes ITD shared file and print storage to meet many of its current needs. The subscription database service also provides ready access to programmatic and client records. Any plans to implement EDMS on a limited scale have been repeatedly abandoned due to cost and changing needs.

Objective 4: P&A will maintain computer hardware that meets performance needs and is in good repair by replacing desktop computers on a 4 year cycle and laptop computers on

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a 3 year cycle.

P&A purchases computers through the state HP contract. Due to budgetary constraints, P&A was not able to meet this objective in the 07-09 biennium and is making an optional budget request to return to this replacement cycle in the 09-11 biennium. P&A purchases desktop support through the ND Association of Counties when the need exceeds the time or expertise of P&A's IT coordinator. We continue to use Windows XP operating systems.

Goal 2: P&A will maintain IT systems that foster efficient and cost-effective intra-agency, interagency, and client communication and which improve access to disability-related information.

Objective 1: P&A will maintain standardized versions of word processing software across all users.

P&A utilizes Microsoft Word 2003 and 2007. These have proven to be adequately compatible through the use of free conversion downloads from Microsoft or by staff saving the 2007 documents to a compatible, lower format. All staff will eventually have Word 2007 as computers are replaced.

Objective 2: P&A will support and maintain office suite software, exclusive of word processing components that varies by no more than two versions.

P&A purchases Microsoft Office Suite 2003 or Office Suite 2007 through the state contract and plans to eventually move everyone to Office Suite 2007.

Objective 3: P&A will maintain access to on-line legal research for at least one user.

P&A contracts with the National Disability Rights Network to obtain access to on-line legal research.

Objective 4: P&A will maintain Internet and email access for staff that is functional, reasonably fast, and secure.

The availability of service from ITD and cost dictates connection type. We have four offices using DSL high speed connections. The remaining offices have T1 or Fiber connections. P&A utilizes Microsoft Exchange. Client confidentiality is maintained by redacting identifying information from emails. Files sent via email are password protected and named in a manner that maintains confidentiality. This is somewhat cumbersome, but functional. We have included secure email in our optional budget request for the 09-11 biennium.

Objective 5: P&A will maintain an informative, accessible website.

P&A, based on recommendation made during our last state audit, redesigned our website during the 07-09 biennium. Our website hits have increase significantly and feedback indicates that the site is much more informative and user friendly. We have included maintenance costs in our 09-11 budget request.

Planned Infrastructure Activities and Changes
P&A relies heavily on Information Technology to facilitate the provision of services across North Dakota. P&A has nine
In compliance with legislative mandate, P&A purchases network, communications, and IT support services through ITD. The majority of our regional offices are co-located with

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other agencies and share network connection costs with those agencies. Availability of service from ITD and cost dictates connection type. We have four offices using DSL high speed connections. The remaining offices have T1 or Fiber connections. Email, website hosting, and file and print server storage are also obtained through ITD.

The IT budget includes costs for basic telephone service and long distance, modem lines, '800 numbers, network costs, website hosting and maintenance, consolidated server fees, server disk storage fees, liquid office forms fees, records management fees, data processing fees, software licenses and maintenance fees, desktop support costs, and IT equipment, such as Desktop PCs, laptops, printers, etc.

P&A continues to expend IT funds on routine maintenance and upgrades of existing systems. No projects are planned. Resources are needed to cover an increase in IT-related costs. While our costs for telecommunications were expected to be lower due to the use of Voice over IP for state office to state office calls, this did not materialize. Long distance rates increased and only four of our offices were VoIP enabled. Long distance rates will continue to be high and our budget request for the 09-11 biennium reflects this reality.

The cost for data processing services is also higher for 2009-2011. This is due to increased charges associated with network connections/access, consolidated server services, desktop support, and other ITD-related costs. We have mitigated these increases by changing plans and practices and we have reduced our budget request for desktop support, disk storage, and startup costs. The elimination of any planned EDMS activities in the 07-09 and 09-11 bienniums and the reduction of expected DSL connection fees in some offices has also helped mitigate the increase in rates.

To cover increased costs we have also changed our IT equipment replacement cycle. We are replacing desktop PC's every 6 years and laptops every 4 years. Printers and faxes have been moved from a 6 to an 8 year cycle. We will be submitting an optional budget request to allow us to return to a 4/3 cycle for desktop computers and laptops and a 6 year cycle for printers. In the 07-09 biennium this money was diverted to pay for unexpected costs in the area of telecommunication (long distance charges due to unavailability of VoIP), a one-time redesign of our website (recommended by the state auditor), and other operating costs.

The optional budget request also includes IT-related costs for an additional FTE and installation and ongoing costs for adding secure email for agency staff. This would greatly enhance our agency's ability to maintain confidentiality in our communications involving clients.

The overall result of these changes is a decrease in the cost of maintaining our infrastructure.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
We moved to a 6/4 year replacement schedule for Desktop and Laptop computers and an 8 year cycle for faxes and printers in the 07-09 biennium. Money was diverted to pay for unexpected costs in the area of telecommunication (long distance charges due to unavailability of VoIP), a one-time redesign or our website (recommended by the state auditor), and other operating costs. We have also changed practices and plans to reduce costs for desktop support, startup costs, and disk storage fees, etc.

2. Total number of desktop computers: 24
   Number of desktops for which you are requesting replacement funding: 4
   Average replacement cost/desktop: 950

3. Total number of laptop computers: 11
    Number of laptops for which you are requesting replacement funding: 4
    Average replacement cost/laptop: 1,520
What state planning region are these desktop/laptop computers located?
Region 1 2 **2** 1 **3** 2 **4** 2 **5** 4 **6** 2 **7** 21 **8** 1

4. What percentage of these pcs are running the following operating systems:
        (total should be equal to 100%)
Open Source OS 0 %
MAC OS 0 %
Windows Vista 0 %
Windows XP 100 %
Other 0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan
Protection and Advocacy [P&A] maintains an inventory of all IT assets within the PeopleSoft Asset Management module.

The IT assets purchased by P&A are obtained from contract vendors when possible. P&A follows procurement guidelines on all purchases.

We are currently replacing desktop PC's every 6 years and laptops every 4 years. Printers and faxes are being replaced on an 8 year cycle. We are submitting an optional budget request to allow us to return to a 4/3 cycle for desktop computers and laptops and a 6 year cycle for printers and faxes. Other IT equipment is replaced when no longer functional. (The optional budget request also includes equipment and IT-related costs for an additional FTE and the addition of secure email.)

P&A maintains two older desktop computers and printers for emergency loan to regional offices in the event of equipment breakdown. These are routinely retired and replaced with new models as computers are replaced. We also have an older desktop unit that is connected to an EDMS-capable scanner. P&A provides laptops (as desktop replacements)

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to 6 staff with state wide responsibilities and travel requirements. When their laptops are replaced, they are placed in a pool for staff to use who do not have laptops. These are retired when no longer functional. We currently have 5 laptops in the agency pool.

Software consists primarily of standard Office Suite Software. It is replaced with available newer versions upon the replacement of users' computers. P&A maintains Dovico Track-IT as timekeeping software. The agency has also purchased one license for Adobe Capture and Adobe Professional 8. These will likely be replaced in the 11-13 biennium and coincide with replacement of the user's computer.

P&A follows state guidelines on the retirement of all assets and utilizes Surplus Property services.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$6,125	$2,335	$2,667	$5,002	$2,960
IT5510	IT EQUIPMENT UNDER $5000	$31,372	$14,725	$17,180	$31,905	$19,455
IT6010	IT DATA PROCESSING	$68,957	$66,699	$3,554	$70,253	$77,279
IT6020	IT COMMUNICATIONS	$36,555	$48,797	$1,447	$50,244	$55,271
	Total Budget:	**$143,009**	**$132,556**	**$24,848**	**$157,404**	**$154,965**
001	STATE GENERAL FUND	$27,887	$48,813	$24,848	$73,661	$89,880
FED1	IT FEDERAL FUNDS	$115,122	$83,743	$0	$83,743	$65,085
	Total Funding:	**$143,009**	**$132,556**	**$24,848**	**$157,404**	**$154,965**

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Agency IT Plan Contact Data
JSND CONTACT INFORMATION
CINDY MOOS 328-2848
CMOOS@ND.GOV

PAT KELLY 328-3120
PCKELLY@ND.GOV

KORRINE LANG 328-3045
KLANG@ND.GOV

Review of Agency's IT Architecture

   IT SYSTEMS

Tax/Benefits System hosted on the Mainframe
The mainframe hosts the JSND databases and software that implement benefits, tax, and appeals applications, statistical reporting and interface with the USDOL Interstate Connect (ICON) system. The UI staff access the mainframe functions and data via menus and transaction screens that enable them to perform the UI functions associated with their jobs. Each staff member has access to only the menus and screens needed to perform his job.

Unemployment Insurance Internet Claim Entry (UI ICE)
The UI ICE system permits claimants to file initial claims and continued claims using a web interface over the Internet. A "screen pop" forms application tool displays stored customer information and information collected from the Internet data entry to a UI Customer Service Representative. The tool is intended to assist the CSR with UI claims fact finding activities.

Unemployment Insurance Employer Account System (UI EASY)
The UI EASY permits employers to file their quarterly tax returns using a web interface over the Internet.

Interactive Voice Response (IVR) System
The IVR system is used to collect and record information from claimants that file their initial and continued claims via telephone. The IVR and the call center that it supports are both located in Bismarck. The IVR system is software driven and runs on a standard server. The vendor supplied IVR software is customized to include appropriate dialogues for interacting with the customer to collect initial and continued claims data. The IVR also transfers claims data to the mainframe where it is accessed by the Customer Service Representative (CSR) assigned to handle the claim. A computer telephony integration (CTI) server running along with the IVR routes calls that require human intervention to a CSR for action. Nortel's Symposium product is used to route calls to the CSRs and is part of the CTI solution. A private branch exchange (PBX) system for optimizing telephone line utilization also supports call center activity.

Document management/Imaging System

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The imaging system, implemented using Filenet, scans, indexes and stores paper documents and paper files. This includes correspondence or other hard copy (paper) information provided in support or a claim or appeal, as well as incoming faxes. Image entry is performed by manual scanning of the documents. Support for manual indexing of the images is provided by a controlled access database.

HARDWARE
Hardware used to support JSND includes a mainframe, multiple servers, workstations and special equipment to support call center operations. Special hardware is also provided to ensure the security of IT operations.

Mainframe

The mainframe used for processing is the Unisys LIBRA 595.

Servers

The JSND functions not implemented on the mainframe are implemented using servers operating the Windows environment. This includes the Internet applications, document management, call center support and staff support services. Hewlett Packard server hardware is used throughout the UI operation. Other older servers are being phased out as they reach the end of their life. All severs are located in the ITD server room at the Capitol Complex facility.

Workstations

All staff use Personal Computers (PC) running Windows operating systems and JSND network access capability.

Call Center/IVR Support

Hardware supporting the Bismarck call center includes the Nortel CS 1000 PBX, a server hosting the Frank Solutions IVR application and additional server that hosts the CTI/Nortel Symposium Call Center Server.

Other Hardware
Three check printers used to print UI Benefits checks are housed in the training room. A printer for preparing documents for UI mailings is also located in the computer room.

SOFTWARE
Software is developed in-house and also purchased from vendors depending on the application or service required. Software used at JSND is described in the next several sections.

Mainframe

MCP/AS is the operating system for the mainframe. All programs running on the systems were developed using the Unisys LINC version EAE3.2 programming language environment and Unisys Enterprise Application Builder. The development system is client/server based with the development repository housed on a Windows server that is located at ITD.

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Internet Applications

UI Easy and UI Ice are developed using the Java 2 Platform Enterprise Edition (J2EE) technology and a Struts framework based on the model-view-controller design paradigm. Each use several webservices to send/retrieve data on the mainframe.

Servers

Windows 2003 and Linux operating systems are used on all other servers.

Databases

Several database systems are used as itemized below.

§ SQL is used for the Internet applications
§ DMSII is the Unisys database product is used for mainframe applications.
§ Oracle is used for the Symposium CTI system for storing information collected from customers.

Other software

HEAT is a Help Desk system supplied by the FrontRange vendor. It is used by JSND primarily as a trouble ticket and problem tracking tool.
Altiris is an asset management tool used to track both hardware and software. Software updates are downloaded to workstations as required using this tool.

NETWORK ENVIRONMENT

All of the communications lines and equipment are provided by and maintained by ITD.

All JSND support personnel are located in the JSND Central Office building on East Divide Avenue. The Bismarck Call Center is located on the second floor and shares the floor with personnel that support UI Tax and Benefits operations. All PBX, IVR and CTI server hardware that support the Call Center is located in the ITD server room at the state Capitol Complex facility. Claimants and employers may access UI services using their telephones over the Public Switched Telephone Network (PSTN). UI staff may access the internal network via VPN if they are approved for remote telephone use.

The mainframe, document printers and check printers are located on the fourth floor of the JSND Central Office building and are operated and maintained by the JSND Tech Support personnel. The JSND facility is connected to the ITD server room via a high speed connection over the ND state wide area network (WAN).

All of the servers that support JSND are located in the ITD server room in the state Capitol Complex facility. Some of the servers that provide general services like imaging, e-mail, VPN, and remote access service (RAS) are shared with other agencies. ITD maintains Active Directory to provide access control and to ensure separation between the private servers and the private data of the different ND state agencies that use ITD services. The servers that support JSND operations include the Filenet server for storing and retrieving imaged data, multiple database servers, print/file servers, an Intranet server and application servers.

EXTERNALLY HOSTED APPLICATIONS

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In addition to all previously described systems, JSND contracts with an external vendor to host a Case Management, labor exchange application and a Labor Market Information system. The applications hosted by Geographical Solutions Inc. (Geosol), serves individuals whom are seeking new jobs and/or job assistance services and employers seeking staffing and labor market information. Geosol is located in Palm Harbor, Florida. Geosol has implemented a failover system in California for disaster recovery purposes. This application is written in .NET and uses a SQL Server database. JSND clientele and staff access the applications using a web browser. All application components and data are housed at the vendors location.

There are interfaces to the Geosol hosted applications. Interfaces from JSND applications to provide data for other uses are run on a daily basis. These interfaces are done using the secure FTP server at ITD.

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Application Name	Business Unit	Technology Used	Functional Description
Employer Tax	Tax	proprietary Unisys programming language called LINC; housed on Unisys Libra 595 mainframe; DMS II database	*Tax collection and wage reporting*
Claimant Benefits	Benefits	proprietary Unisys programming language called LINC; housed on Unisys Libra 595 mainframe; DMS II database	*Claims, adjudication, overpayments, collections*
IVR	Benefits	Frank Solutions Telepath software services as the basis for the voice response system. Access to the Unisys Libra 595 applications is accomplished via TN3270 screen scraping. Uses an Oracle database.	Allows claimants to file claims, certify weekly eligibility, and check the status of their claims. The IVR has speech recognition capabilities. It can accept simple answers, such as yes, no, and numerical.
Screen Pop	Benefits	Written in Websphere and uses an Oracle database with web services built in LINC / Component Enabler to integrate with the	Works in conjunction with the Benefits IVR. When a claimant call is transferred to a claims taker, the call information is automatically displayed on

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		mainframe applications.	the claims taker's screen.
Unemployment Insurance Internet Claims Entry (UI ICE) - External	Benefits	Written in Websphere and uses an Oracle database with web services built in LINC / Component Enabler to integrate with the mainframe applications.	Provides the following on-line services to UI claimants: File for UI benefits, Certify weekly eligibility, Complete eligibility reviews, Obtain reemployment services, Specify direct deposit for benefit payments View history and status of account File Appeal Change demographic data. Current enhancements in development: Ability to view appeal packages on-line Enhanced Reemployment Schedule and the Eligibility Review for both UI claimants and JSND staff.
Unemployment Insurance Internet Claims Entry (UI ICE) - Internal	Benefits	Written in WebSphere and uses an Oracle database with web services built in Unisys Component Enabler to integrate with the	Assist with processing of claims.

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		mainframe applications.	
Unemployment Insurance Employer Account System (UI EASY) - External	Tax	Written in WebSphere and uses an Oracle database with web services built in LINC / Component Enabler to integrate with the mainframe applications.	Provides the following on-line services to Employers: File quarterly contribution (tax) and wage reports, Pay taxes, Make bulk ACH payments Request a change of status on-line. Current enhancements in development: Ability to view appeal packages on-line Display Account Balance for Contribution Report. Include wages from predecessor accounts in the excess wages calculation. Add a new navigation page. Allow filing of previous quarter Contribution and Wage Reports. Allow filing of amended Contribution and Wage Reports. Add new employer status pages, including

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			detail information for many areas.

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Unemployment Insurance Employer Account System (UI EASY) - Internal	Tax	Written in WebSphere and uses an Oracle database with web services built in LINC / Component Enabler to integrate with the mainframe applications.	Assist with processing of employer tax filing.
Secure FTP	Tax	The application is written in Java using the WebSphere development tool. It uses an Oracle database. Information is FTP'd to the mainframe.	Provides the following on-line services to Employers: File transfer of quarterly contribution (tax) and wage reports and ACH Credit payments. The file transfer is in a modified ICESA format.
FileNet	Tax, Benefits and Payment Control, Quality Assurance (Appeals and Collections), Admin Support	IBM FileNet; SQL database; Teleform for scanning, data, and image capture Wappapello is used to push documents from the mainframe to FileNet Records Crawler is used to send documents from UI ICE and UI EASY to FileNet	Allows documents to be imaged, stored, and tracked.
FileNet BPM	Tax, Benefits	IBM FileNet	Provides workflow

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	and Payment Control, Quality Assurance (Appeals and Collections), Admin Support	Business Process Manager; SQL database	services; works in conjunction with imaging.
E-Forms	Tax, Payment Control	Cardiff Liquid Office and FileNet E-Forms Some e-forms interface to the mainframe via web services; web services built in LINC / Component Enabler	Electronic form to capture and route information. Future enhancement under consideration may be to add e-forms for Benefits (TRA unit)
Tax Workflow Statistics	Tax	VB Script with SQL database.	Provides statistical information regarding the workflows built for the Tax unit.
Adjudication Database	Benefits	MS Access	Creates activities for each issue by adjudicator and calculates the due dates as required.
Collection Progress Database	Quality Assurance (Collections)	MS Access	Tracks the progress of the collections effort for claimants and employers
Tax Status Database	Tax	MS Access	Process electronic files received from other agencies; that data is used

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			to create new status letters to employers. The application manages the status determination process. The application is used also to manage the field assignment process.
Tax Appeals	Tax	MS Access with an Oracle database	Provides Tax Representatives the ability to: Track employer appeals
Experience Rate Calculation	Tax	MS Excel Spreadsheet	Calculates the yearly experience rates to be manually entered into the mainframe.

Planned Infrastructure Activities and Changes

The current Job Service North Dakota (JSND) systems have been designed and built over a period of several years. The resulting custom-built applications are based on the unique requirements of JSND Unemployment Insurance (UI) processes. The longevity of the systems has provided time to correct, modify and enhance the systems to provide most of the required functionality. However, the systems are hosted on an inflexible mainframe system and use a programming language that is no longer widely used. This situation makes it increasingly difficult to support business processes and thus increasingly difficult to meet customers' needs.

A variety of factors are forcing JSND to consider alternatives to the current UI system. Enhancements and upgrades to this system are expected to yield business value in the following ways:
- Reduce dependency on mainframe-based legacy systems
- Enhance ease-of-use, especially in regards to maintainability and adaptability
- Cost reduction
- Enhanced level of service to North Dakota stakeholders.

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The problem of technology obsolescence and loss of knowledgeable support personnel affects JSND and its customers. The likelihood is that the current system will become unsupportable (operations and maintenance) in the near future and a significant risk exists of losing critical systems that support the UI process.

A successful solution would be the upgrade of the UI legacy custom code with new solutions developed by a team of JSND, ITD, and third-party developers using modern tools, languages and techniques.

Because the mainframe at JSND uses a programming language that is outdated, there are very few vendors in the world that offer customized programming in that programming language. Job Service anticipates that the ability to support the current system's programming language will become increasingly difficult. When the system is no longer supported, a substantial and very likely risk that the system will become inoperable arises.

The current application environment is inefficient, expensive to maintain, and difficult to enhance with new functionality, making its continued use detrimental to the UI program's customers. A new solution and renovation plan should be developed and implemented as soon as possible.

JSND identified in the late 1990s the need to modernize their information technology systems to meet the needs of the agency and its stakeholders. In order to fulfill a strategic vision of self-service, JSND soon determined the need to move off the Unisys mainframe environment. A major component of that vision was the need to modernize the UI systems. As a result, Project Herakles was chartered and work began in early 2005.

The approach of upgrading the system in increments rather than the all-at-once approach allows JSND to concentrate on the functionality that offers the most benefits to the agency and its customers. This approach also minimizes the risk associated with projects of this magnitude and allows JSND to prioritize activities and resources in the most cost effective manner.

JSND is comprised of four business Areas: Executive, Planning and Support, Workforce and UI Programs, and Customer Service. All report to the Executive Director of the agency.

The UI Area of JSND administers the Unemployment Insurance program in North Dakota. The UI program is found in federal law as part of the Social Security Act (42 USCS Sections 501-504) and the Federal Unemployment Tax Act (26 USCS Sections 3301-3311).

The UI Area, JSND's Information Technology (IT) division, and the State Information Technology Department (ITD) are responsible for the operations and maintenance of the information technology applications that compromise the UI System.

The technologies utilized in the current UI systems were developed and deployed in a mainframe environment over a period spanning nearly 30 years. Although this environment has provided a high degree of reliability, a majority of the technology is not easily supported nor commonly used in new application development today.

Some of the current products and tools being used are:
- EAE/EAD/LINC
     IVR
     FileNet

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Pinnacle
Eclipse/RAD6
Oracle
Oracle Forms
MS Access
MS Excel
COBOL85
DMALGOL
EASYSPEC DARGOL
INFOConnect
Linux
Windows
LIBRA
DMS II
IIS
WebSphere
Web Services

The recommended solution includes technologies approved by the Enterprise Architecture process and listed in the Application Development Tools/Language Standard. An assumption is made that most of the integration and development effort would be performed by qualified professionals with experience in the tools and architecture selected. ITD will partner with JSND to provide data conversion services, technology guidance, application development, and ongoing support.

Specifically, the solution will include three paths:
Migrate to GUI based windows platform implementation using Visual Studio.NET
As states develop viable solutions, analyze whether JSND can leverage what they built
Continually investigate the availability of COTS products that may provide point-solutions

JSND is currently pursuing procurement for an independent evaluation to make a recommendation regarding the most efficient and cost effective approach to modernizing the UI system

JSND's mainframe legacy application for Unemployment Insurance Tax, Benefits, and Appeals, as well as time and labor are supported by a staff of four developers. Three contractors have been retained to assist with the maintenance, work on specially funded projects, and serve as backfill while our developers work on the UI modernization efforts. Three web developers support the agency intranet and the self-service, web facing portions of the Unemployment Insurance application.

JSND's labor exchange application (NDWorks) was recently migrated to a COTS solution hosted by Geographic Solutions. Once the system becomes more stable, JSND anticipates using 1.5 FTE equivalent to support the application and interfaces.

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JSND has recently adopted the Rational Unified Process for software development, and is implementing iterative Project Management. These processes, along with utilizing the Primavera tool will assist JSND during anticipated numerous projects tied to the UI modernization. JSND has two project managers.

Job Service is anticipating an impact from the Longitudinal Study currently underway, dependent on project requirements.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
N/A

2. Total number of desktop computers: 510
  Number of desktops for which you are requesting replacement funding: 125
  Average replacement cost/desktop: 829

3. Total number of laptop computers: 139
  Number of laptops for which you are requesting replacement funding: 60
  Average replacement cost/laptop: 1,275
What state planning region are these desktop/laptop computers located?
Region 1   12   **2**   57   **3**   45   **4**   74   **5**   109   **6**   39   **7**   293   **8**   20

4. What percentage of these pcs are running the following operating systems:
      (total should be equal to 100%)
Open Source OS   0 %
MAC OS   0 %
Windows Vista   0 %
Windows XP   100 %
Other   0 %

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:
Desktop price includes monitors.

IT Asset Management Plan
For the majority of workstations, JSND follows a 4 year replacement cycle. 354 of the 649 PC workstations used throughout JSND are used by internal personnel and contracted staff. JSND has approximately 195 workstations located in local office resource rooms. These computers are used sporadically by the public when looking for jobs or seeking unemployment services. 100 computers are not used and generally not considered for replacement. They are borrowed to High Schools and are in storage for spares etc.. When workstations are removed from the JSND office staff as determined by the 4 year replacement cycle, the computers are used in the resource rooms for 2 additional years and then disposed of through the state surplus.

The lifecycle of printers varies more widely as their use varies greatly from location to location. If a printer in one area is heavily utilized, we will move it to another location that does not see as much use. This helps to balance out the workload on the printers and extend the life. JSND averages 5-6 years on printers.

Monitors are purchased as required. JSND is actively trying to dispose of any CRT monitors due to their age (6-8 years) and that they are much more difficult to deal with because of their weight and issues with glare.

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The mainframe at JSND is under a 5 year lease from Unisys. This lease will end in October of 2010. The goal of JSND is to be moved off from the mainframe at a time to coincide with the end of the lease. When the migration from the mainframe is complete, JSND will be operating on Windows based servers hosted by ITD. Two large Unisys printers in the computer room are included in the lease as well.

JSND has continually faced diminishing resources for IT staff. Migrating to Geographic Solutions for case management and labor exchange has enabled Job Service to reassign two positions to the UI modernization efforts. As we look at modernizing our UI system, we will be consider all options, including COTS solutions for portions of the system.

Human capital is critical to maintaining efficient systems. JSND believes in the value of quality recruitment and retention of employees. During recent years it has become increasingly difficult to attract and retain workers to support our legacy system because of the antiquated mainframe technology used to maintain the system. The modernization will position JSND to attact workers skilled in mainstream development languages and decrease our reliance on contractors. In the meantime, JSND is promoting a flexible work environment, career development opportunities, and the state's beneit plan to attract and retain employees. Hiring staff has become increasingly difficult as the state falls further behind the market with state IT salaries. In several instances JSND has had to either readvertise, reclassify postions, or underfill with less experienced staff in order to attract staff. JSND, as most other state agency, faces the risks of being a training ground for IT staff to become trained and experienced, only to leave state government for the private sector or lucrative out of state opportunities. Again, JSND will be in a better position to contract with ITD or other vendors once our legacy mainframe applications are migrated to a modern integrated system with mainstream development tools.

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IT5110	SALARIES - PERMANENT	$0	$2,783,856	$0	$2,783,856	$0
IT5131	ADDITIONAL SALARIES - OTHER	$2,426,539	$0	$0	$0	$2,783,856
IT5160	FRINGE BENEFITS	$0	$873,086	$0	$873,086	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$721,518	$0	$0	$0	$873,086
IT5310	IT SOFTWARE AND SUPPLIES	$551,172	$333,096	$0	$333,096	$211,446
IT5510	IT EQUIPMENT UNDER $5000	$341,775	$261,766	$0	$261,766	$261,766
IT6010	IT DATA PROCESSING	$2,441,577	$1,963,268	$0	$1,963,268	$1,963,268
IT6020	IT COMMUNICATIONS	$1,229,427	$658,437	$0	$658,437	$62,785
IT6030	IT CONTRACT SERVICES & REPAIRS	$2,868,698	$1,694,164	$0	$1,694,164	$1,613,751
IT6930	IT EQUIPMENT OVER $5000	$5,000	$0	$0	$0	$0
	Total Budget:	**$10,585,706**	**$8,567,673**	**$0**	**$8,567,673**	**$7,769,958**
FED1	IT FEDERAL FUNDS	$0	$3,949,016	$0	$3,949,016	$7,605,958
J001	BUREAU OF LABOR STATISTICS	$0	$182,856	$0	$182,856	$0
J003	RREMPLOYMENT ELIGIBILITY ASSMT.	$0	$134,959	$0	$134,959	$0
J004	JOBS	$597,014	$96,690	$0	$96,690	$0
J005	DHS PATHWAYS TO WORK	$0	$75,348	$0	$75,348	$0
J008	TAA	$0	$3,306	$0	$3,306	$0
J017	WP REEMPLOYMENT	$26,650	$27,860	$0	$27,860	$0
J018	WAGNER-PEYSER	$3,473,101	$893,776	$0	$893,776	$0
J020	WORKFORCE INFORMATION	$208,678	$62,170	$0	$62,170	$0
J022	FOOD STAMP BEST	$26,432	$10,618	$0	$10,618	$0
J024	UI ADMINISTRATION	$5,200,386	$1,825,401	$0	$1,825,401	$0
J026	REED ACT DISTRIBUTION	$164,000	$285,801	$0	$285,801	$164,000
J032	ALIEN LABOR CERTIFICATION	$8,152	$17,705	$0	$17,705	$0
J036	ESCRG-WOTC	$6,901	$48,271	$0	$48,271	$0
J040	DVOP	$25,138	$5,297	$0	$5,297	$0
J041	LVER	$81,222	$14,616	$0	$14,616	$0
J042	TAP	$0	$7,667	$0	$7,667	$0
J050	WIA ADULT	$0	$189,257	$0	$189,257	$0
J051	WIA YOUTH	$0	$180,835	$0	$180,835	$0
J052	WORKFORCE INV ACT DW	$0	$164,225	$0	$164,225	$0
J053	WORKFORCE INVESTMENT ACT	$768,032	$231,855	$0	$231,855	$0
J100	WIA INCENTIVE GRANT	$0	$10,612	$0	$10,612	$0
J121	BUREAU OF LABOR STATS CES	$0	$29,791	$0	$29,791	$0
J122	BUREAU OF LABOR STATS LAUS	$0	$27,961	$0	$27,961	$0

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J123	BUREAU OF LABOR STATS OES	$0	$30,001	$0	$30,001	$0
J124	BUREAU OF LABOR STATS QCEW	$0	$36,034	$0	$36,034	$0
J125	BUREAU OF LABOR STATISTICS - MLS	$0	$6,027	$0	$6,027	$0
J200	PARENTAL EMPLOYMENT PILOT PROJ	$0	$19,718	$0	$19,718	$0
	Total Funding:	**$10,585,706**	**$8,567,673**	**$0**	**$8,567,673**	**$7,769,958**

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Agency Priority - 1   **Project Type:** Major enhancement/upgrade   **Age of Current Application:** 20

Project description
This will be the second of a two-three biennium upgrade process for JSNDs major UI business applications. The requirements analysis has been completed and the project list prioritized. Since this is not a single project, rather, it is a description of the Program, it does not have specific dollars associated with it. Each project will have it's own budget and follow the large project oversight process if required.

Briefly describe the business need or problem driving the proposed project.
The principal driver for the program is the fact that JSND's mainframe system has gotten to be more expensive to support than comparable systems. JSND is creating a transition plan that will allow application development in a newer, integrated development environment and potentially to migrate to a new platform. JSND will issue an RFP to hire a contractor for an independent study and provide recommendations for transition.

Describe how the project is consistent with the organizations mission.
One of the principal functions of Job Service North Dakota is to operate an efficient and effective Unemployment Insurance program serving both employers and claimants. This program, and the expected development and implementation of enhancements, will promote better, speedier, and more cost effective service to those customers.

Describe the anticipated benefits of the project and who will derive the benefits.
The anticipated benefit of the main system upgrade project itself will be a reliable automated system, which will allow JSND staff to continue to perform excellently on behalf of customers and against Federal UI performance standards. Customers (employers and claimants) will receive more efficient and reliable service.

Describe the impact of not implementing the project.
There is a tremendous impact to JSND for not moving forward with this project. With the continued decrease in federal funding, taking advantage of technology is the only way to continue to provide excellent service to our customers.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
The major risk of this project and most IT development projects today is the lack of programming resources. The lack of resources make it difficult to estimate the total cost of a project. Even with the predominant use of ITD programming, it is nearly impossible to estimate project costs due to escalating development costs.

Describe the additional costs?
The money budgeted for this program will be used for many individual projects that are all part of the overall UI Modernization program. Therefore, there is no breakdown of budget items for individual projects. Any individual project that meets large project oversight requirements, will follow all of the necessary procedures.

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Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$14,600,000**
Tot Proj Costs + Optionals -   **$14,600,000**

What additional expenditures are being paid out of non-appropriated funds?
No additional costs

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IT6030	IT CONTRACT SERVICES & REPAIRS	$6,983,951	$5,327,900	$0	$5,327,900	$7,300,000
	Total Budget:	**$6,983,951**	**$5,327,900**	**$0**	**$5,327,900**	**$7,300,000**
J026	REED ACT DISTRIBUTION	$6,983,951	$5,327,900	$0	$5,327,900	$7,300,000
	Total Funding:	**$6,983,951**	**$5,327,900**	**$0**	**$5,327,900**	**$7,300,000**

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Agency Priority - 2   **Project Type:** Major enhancement/upgrade   **Age of Current Application:** 5

Project description
Rewite the JOBSND website for ease of use and more consistent look and feel.

Briefly describe the business need or problem driving the proposed project.
Customers are confused when using the current site.

Describe how the project is consistent with the organizations mission.
Establishing more self service applications so that the customers can perform more of the services on their own rather than go through a JSND employee.

Describe the anticipated benefits of the project and who will derive the benefits.
Customers using the website will benefit. Site will be more consistent

Describe the impact of not implementing the project.
Fragmented information, confusion using the site, reliance on IT staff to make changes to site, rather than more of self service.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Risks have not been formally identified because the project is not yet official. Project risks though could be project cost, availability of resources, interfacing with current VOS system, etc.

Describe the additional costs?
Costs are only a ballpark figure at this time. Project has not been formally approved

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$200,000**
Tot Proj Costs + Optionals -   **$200,000**

What additional expenditures are being paid out of non-appropriated funds?
N/A

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$200,000	$0	$200,000	$0
	Total Budget:	**$0**	**$200,000**	**$0**	**$200,000**	**$0**
FED1	IT FEDERAL FUNDS	$0	$200,000	$0	$200,000	$0
	Total Funding:	**$0**	**$200,000**	**$0**	**$200,000**	**$0**

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Agency IT Plan Contact Data
IT Contacts for the Insurance Department:

Rebecca Ternes, Deputy Insurance Commissioner, 328-4985

Laurie Scully, IT Coordinator, 328-2503

Larry Martin, Account/Budget Specialist III, 328-2930

Review of Agency's IT Architecture

The North Dakota Insurance Department is a state regulatory agency headed by the Insurance Commissioner. The Department maintains offices on the fifth floor of the State Capitol, and at 1701 South 12th Street in Bismarck. One employee is based in Fargo and works out of her home. The job duties of this individual are the inspection of boilers and anhydrous ammonia tanks for the eastern portion of the state. The Department has 46.5 FTE's. All fees and fines paid by companies or agents are deposited into the Insurance Regulatory Trust Fund, from which the money to operate the Department is appropriated by the Legislature.

It is the mission of the North Dakota Insurance Department to protect the public good by fairly and effectively administering the laws of North Dakota. We are committed to vigorous consumer protection efforts while fostering a strong, competitive marketplace that provides consumers with choices and access to high-quality insurance products and services at competitive prices. In pursuit of our mission, we will treat all of our constituencies with the highest ethical standards and respect they deserve.

The Department is comprised of six major divisions as outlined below:

Legal & Enforcement Division:

The Legal & Enforcement Division provides advice and counsel to the Commissioner and other Department staff, investigates insurance fraud, conducts market conduct examinations, and pursues enforcement of actions against insurance agents and companies for violations of insurance law. The division drafts all legislation and administrative rules proposed by the Insurance Department. The division also oversees the collection of premium tax.

Technology Tools: Oracle & Powerbuilder, West Publishing website.

Unsatisfied Judgement Fund

The Unsatisfied Judgement fund was created to protect residents of North Dakota against financial hardships associated with bodily injury caused by irresponsible, uninsured, judgement proof drivers. The fund is administered by the Legal & Enforcement Division.

Technology Tools: Oracle & Powerbuilder

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Investigations

The investigations area of the legal division is responsible for conducting agent and company investigations on behalf of the public. This includes handling all consumer complaints regarding agents, and life and health complaints against insurance companies to ensure the fair treatment of policyholders.

Technology Tools: Oracle & Powerbuilder

Consumer Protection Divisions – Property & Casualty and Life & Health:

The Consumer Protection Divisions review policy forms to ensure that policy language complies with all the laws of this state, properly reflects the benefits provided by the policy, and is not deceptive or misleading. For most types of insurance, these divisions evaluate the premium rates companies propose to charge to assure that the premiums are not excessive, inadequate, or unfairly discriminatory.

Technology Tools: SERFF-(Web based application), Oracle & Powerbuilder.

The Consumer Protection Divisions also investigate consumer inquiries and complaints against insurance companies and agents in order to ensure the fair treatment of policyholders. Hotline staff receives approximately 25 calls per day from consumers who need help resolving an insurance-related matter.

In addition, within the Life & Health Consumer Protection Division are the following programs:

Senior Health Insurance Counseling (SHIC) Program

The SHIC program which works with trained volunteers throughout the state to help senior citizens with questions about Medicare and related health insurance policies. As of 12/31/2007, there are 96 SHIC counselors across the state. The SHIC program assisted over 15,382 Medicare beneficiaries during calendar years 2006-2007.

Technology Tools: Oracle & Powerbuilder

Prescription Connection for ND Program

The Prescription Connection for ND Program connects qualified people with discount drugs, direct from the manufacturer. During the calendar years 2006 and 2007, requests for prescription assistance were received from 1,016 North Dakotans through our toll-free number. In addition, approximately 5,000 matches were made directly through our Prescription Connection website. This program was started on December 1, 2003.

Technology Tools: Oracle & Powerbuilder.

Examinations & Company Licensing Division:

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The Examinations and Company Licensing Division continually monitors the financial strength of insurance companies to help assure they have enough money to pay policyholder claims. It performs periodic financial audits of North Dakota based companies to assure they are financially sound and complying with state laws dealing with insurance company financial matters.

Technology Tools: Teammate, ACL

This division oversees the licensing of approximately 1,400 insurance companies doing business in the state. Companies seeking to sell insurance in North Dakota must go through a prelicensure review to screen out those companies that are either financially troubled or have a history of regulatory problems in other states.

Technology Tools: Oracle & Powerbuilder

Agent Licensing Division:

The Agent Licensing Division licenses approximately 44,000 agents doing business in the state. Before any person can be licensed to sell insurance, he or she must complete prelicensure courses and pass a prelicensing examination for the lines of insurance the individual wishes to sell.

This division is assigned all duties necessary to carry out the issuing, renewal and ongoing processing of agent licensing, including license applications, renewals, agent appointments, continuing-education filing reports and course approval for continuing education courses.

Technology Tools: Oracle & Powerbuilder, batch processing on IBM mainframe and Linux

Administration Division:

The Administration Division is responsible for the accounting, budget, public relations, information technology needs and general office support for the department. This division oversees the Fire District payments and assists with the premium tax collection process. The Division also oversees the Department's day to day business operations, human resources and personnel management.

Technology Tools: PeopleSoft, MS Access, Oracle & Powerbuilder

Special Funds Division:

The Special Funds Division administers several state funds on behalf of the Insurance Department. These Funds include:

State Fire and Tornado Fund

The State Fire and Tornado Fund insures buildings, outdoor, trailer and personal property belonging to state agencies and political subdivisions. The Fund provides low cost

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insurance on approximately 18,965 properties throughout the state with total values insured of approximately $8.7 billion. The largest policyholders are state universities and the smallest are townships. The annual premium is approximately $5.4 million.

Technology Tools: Oracle & Powerbuilder, MSB Software

State Bonding Fund

The State Bonding Fund provides a blanket fidelity bond for state agencies and political subdivisions providing coverage in the event of an employee theft of property or money. There are a total of 2,527 entities that are bonded with a limit of liability totalling $452,939,400.

Technology Tools: Oracle & Powerbuilder

Petroleum Tank Release Compensation Fund

The Petroleum Tank Release Compensation Fund. The federal government requires all owners of underground petroleum tanks prove their financial ability to clean up petroleum contamination resulting from a leak. This Fund was created to help pay for cleaning up spills.

Technology Tools: MS Access

Boiler and Anhydrous Ammonia Facility Inspection Program

The Boiler and Anhydrous Ammonia Facility Inspection Program provides mechanical inspection of boilers and pressure vessels and their components. Inspections are conducted on a recurring basis to safeguard the lives of those exposed to vessels under pressure; to protect persons and property generally; and to place, by reasonable regulation, responsibility for compliance with the owner and users. The state currently has 8,858 active boilers. There are approximately 330 Anhydrous Ammonia Facilities with approximately 425 storage containers and 8900 nurse tanks.

Technology Tools: Currently MS FoxPro, soon to be MS SQL Server and Basebridge.com Software.

Planned Infrastructure Activities and Changes

Goal:

Meet the IT needs required by technological growth and changes, business processes and government regulation.

Objectives:

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1) Maintain and enhance the computer systems so they continue to meet ITD and Department standards.
2) Develop new applications as necessary to improve customer service and create efficiencies.
3) Implement technology that will reduce the amount of paper being handled.
4) Implement technology that will provide faster means of filing and retrieving documents.
5) Continue to support the technology that assists the citizens of ND.
6) Upgrade current systems and move away from Oracle and Powerbuilder applications.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

The department is currently working to upgrade and move away from Oracle and Powerbuilder applications. Several of the systems being used will be replaced by an on-line service provided by the National Association of Insurance Commissioners (NAIC). The NAIC system is available to the Department at no cost.

2. Total number of desktop computers: 32
   Number of desktops for which you are requesting replacement funding: 14
   Average replacement cost/desktop: 855

3. Total number of laptop computers: 16
   Number of laptops for which you are requesting replacement funding: 5
   Average replacement cost/laptop: 1,800

What state planning region are these desktop/laptop computers located?

Region 1   0 **2**   0 **3**   0 **4**   0 **5**   1 **6**   0 **7**   47 **8**   0

4. What percentage of these pcs are running the following operating systems:
            (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan

The department has a computer replacement program that consists of replacing one-half of the computers each biennium.

Printers, copiers and fax machine are replaced once every six to eight years.

The department participates in the MS Office Software Assurance program and budgets for upgrading our various Adobe software licenses.

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IT5110	SALARIES - PERMANENT	$0	$83,424	$0	$83,424	$0
IT5111	ADDITIONAL SALARIES	$79,978	$0	$0	$0	$83,424
IT5160	FRINGE BENEFITS	$0	$30,118	$0	$30,118	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$27,992	$0	$0	$0	$30,118
IT5310	IT SOFTWARE AND SUPPLIES	$39,800	$70,200	$0	$70,200	$70,200
IT5510	IT EQUIPMENT UNDER $5000	$65,000	$37,800	$0	$37,800	$38,000
IT6010	IT DATA PROCESSING	$450,000	$375,000	$0	$375,000	$375,000
IT6020	IT COMMUNICATIONS	$85,000	$85,000	$0	$85,000	$85,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$63,470	$15,200	$0	$15,200	$15,200
	Total Budget:	**$811,240**	**$696,742**	**$0**	**$696,742**	**$696,942**
209	UNSATISFIED JUDGEMENT FUND 209	$2,000	$1,000	$0	$1,000	$1,000
210	STATE BONDING FUND 210	$1,600	$1,600	$0	$1,600	$1,600
211	STATE FIRE & TORNADO FUND 211	$95,824	$89,700	$0	$89,700	$79,700
233	PETROLEUM REL. COMP. FUND 233	$6,500	$2,500	$0	$2,500	$2,500
239	INSURANCE REG. TRUST FUND 239	$657,451	$554,942	$0	$554,942	$565,142
R052	STATE HEALTH INSURANCE COUNSELING	$47,865	$47,000	$0	$47,000	$47,000
	Total Funding:	**$811,240**	**$696,742**	**$0**	**$696,742**	**$696,942**

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Project: AAIS-001   Anhydrous Ammonia Inspection System

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Agency Priority - 1   **Project Type:** Application replacement   **Age of Current Application:** 10

Project description
The Anhydrous Ammonia Inspection System is needed to schedule and track inspections on approximately 480 permanent storage tanks and 10,000 nurse tanks. The current system was designed in 1995 utilizing MS Access and MS Word. This project is to replace the current system with a Basebridge.com module that will integrate with the current Boiler Inspection System by Basebridge.com utilizing MS SQL Server. The ND Agricultural Dept. issues a license to the tank owner once an inspection is complete

Briefly describe the business need or problem driving the proposed project.
The current system is quite old and does not meet the needs of the inspectors. Utilizing MS Access and MS Word is inefficient and time consuming. Inspectors cannot access the database from the field. By replacing this old system with the Basebridge.com module, the inspectors will be able to schedule both boiler inspections and anhydrous ammonia inspections at the same time.

Describe how the project is consistent with the organizations mission.
It is the Department's mission to keep the citizens of North Dakota safe by inspecting tanks on a regular basis.

Describe the anticipated benefits of the project and who will derive the benefits.
By replacing this system with the Basebridge.com module, the Department will be able to provide faster and more efficient processing of the inspection reports. The Basebridge.com system will allow the inspectors to access the datebase from the field. The Department also plans to reduce the amount of paper handling by implementing electronic processing through this new system. The support staff person, inspectors and tank owners will benefit, along with the citizens of North Dakota.

Describe the impact of not implementing the project.
If this system is not updated, it is quite possible that it will not continue to function when Microsoft releases new versions of the operating system.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
No risks are anticipated.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -

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Total Project Cost? -
Tot Proj Costs + Optionals - $0

What additional expenditures are being paid out of non-appropriated funds?
None

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6930	IT EQUIPMENT OVER $5000	$0	$40,000	$0	$40,000	$0
	Total Budget:	**$0**	**$40,000**	**$0**	**$40,000**	**$0**
211	STATE FIRE & TORNADO FUND 211	$0	$40,000	$0	$40,000	$0
	Total Funding:	**$0**	**$40,000**	**$0**	**$40,000**	**$0**

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Project: FTSB-001 State Fire & Tornado Fund and Bonding Fund Systems

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Agency Priority - 1   **Project Type:** Application replacement   **Age of Current Application:** 10

Project description
The State Fire and Tornado Fund and State Bonding Fund systems track contact information on 1085 policyholders and 2527 bondholders respectively. In addition, the systems tracks over 8912 buildings, 6171 personal contents; 3820 outdoor and 62 trailer property values; locations; appraisal dates; coverage types and bondholders limits of liability. This project is to replace the current systems being used.

Briefly describe the business need or problem driving the proposed project.
These systems are getting old and are inflexible to program expansion without substantial new programming. These databases can only be accessed via the network and not externally due to the design of these systems. The current systems were installed in 1998 and are written in Powerbuilder with Oracle as the database. Additional tracking and reporting features are needed to meet on-going needs and initiatives. The department is currently upgrading systems used and moving away from the Oracle

Describe how the project is consistent with the organizations mission.
Maintaining the State Fire and Tornado and Bonding information is a required function of the Department.

Describe the anticipated benefits of the project and who will derive the benefits.
By upgrading these systems the Department will be able to provide faster and more efficient processing of appraisals, add new property, make changes to existing property, add additional lines (endorsements) of coverage, bill premiums and track claims reserves and expenses at a cost that is economical to the Department and taxpayers. The support staff, underwriter, appraiser/claims manager, administrator, policyholders and bondholders will benefit along with the citizens of North Dakota.

Describe the impact of not implementing the project.
If the current systems are not replaced, it is possible that the Department will incur substantial cost in maintaining the existing system and programming new and enhanced features to handle the additional lines of coverage.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
No risks are anticipated.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -

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Optional Project Costs -
Total Project Cost? -
Tot Proj Costs + Optionals - $0

What additional expenditures are being paid out of non-appropriated funds?
None

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IT6930	IT EQUIPMENT OVER $5000	$0	$120,000	$0	$120,000	$43,200
	Total Budget:	**$0**	**$120,000**	**$0**	**$120,000**	**$43,200**
211	STATE FIRE & TORNADO FUND 211	$0	$120,000	$0	$120,000	$43,200
	Total Funding:	**$0**	**$120,000**	**$0**	**$120,000**	**$43,200**

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Project: UJF-001 Unsatisfied Judgement Fund System

Agency Priority - 1   **Project Type:** Application replacement   **Age of Current Application:** 10

Project description
The Unsatisfied Judgement fund was created to protect residents of North Dakota against financial hardships associated with bodily injury caused by irresponsible, uninsured, judgment proof drivers. The Unsatisfied Judgement Fund system maintains data related to claimants and defendents to the fund. This project is to rewrite the Unsatisfied Judgement Fund system in MS Access converting it from the currect Oracle system. This system is only used by one staff member so a MS Access system will

Briefly describe the business need or problem driving the proposed project.
The current Oracle system is out dated and expensive to maintain. The Department is currently working to upgrade systems being used and move away from the Oracle and Powerbuilder systems.

Describe how the project is consistent with the organizations mission.
Maintaining the Unsatisfied Judgement Fund data is a required funtion of the Insurance Department.

Describe the anticipated benefits of the project and who will derive the benefits.
By upgrading this system the department will be able to process and maintain Unsatisfied Judgement Fund data at a cost that is economical to the Department and taxpayers.

Describe the impact of not implementing the project.
Current system is outdated and expensive to maintain.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
No risks are anticipated.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -
Tot Proj Costs + Optionals -   **$0**

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What additional expenditures are being paid out of non-appropriated funds?
None

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IT6930	IT EQUIPMENT OVER $5000	$0	$10,000	$0	$10,000	$0
	Total Budget:	**$0**	**$10,000**	**$0**	**$10,000**	**$0**
209	UNSATISFIED JUDGEMENT FUND 209	$0	$10,000	$0	$10,000	$0
	Total Funding:	**$0**	**$10,000**	**$0**	**$10,000**	**$0**

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Agency IT Plan Contact Data
James Martel 701-328-8019
Karen Gutenkunst 701-328-8011

Review of Agency's IT Architecture
The Industrial Commission of North Dakota includes the Industrial Commission Administration Office, Public Finance Authority and the Department of Mineral Resources which includes the Geological Survey and the Oil and Gas Division,

Executive Summary - The Industrial Commission of North Dakota consists of three elected officials -- the Governor, who serves as chairman, the Attorney General and the Agriculture Commissioner. The Administration Office coordinates the many responsibilities of the Commission including the establishment of policies and goals for the agencies that report to the Commission. Agencies overseen by the Commission include the Bank of North Dakota which includes the Guaranteed Student Loan Agency, Public Finance Authority, Farm Finance Agency, Housing Finance Agency, Mill and Elevator, Department of Mineral Resources which includes the Geological Survey and Oil and Gas Division, Lignite Research, Development & Marketing Program, Oil and Gas Research Council, Student Loan Trust, Transmission Authority and Building Authority.

Agency Vision - The Industrial Commission envisions a coordinated and efficient utilization of its resources to provide low cost financing for the State and its political subdivisions. The Commission envisions low cost financing being available for citizens who wish to seek a higher level of education. The Commission envisions a North Dakota that in cooperation with the private sector develops its natural resources in an environmentally sound, cost-effective manner, which is beneficial to all North Dakotans and future generations. The Commission envisions a citizenry knowledgeable in the State's natural resources.

Agency Philosophy - Through coordinated, cost effective methods, provide a low cost funding source to meet the State of North Dakota's capital needs and those of its political subdivisions. By utilizing the most cost-effective methods available, provide funding for all North Dakota students who wish to seek a higher level of education. In partnership with the private sector, preserve and enhance the production and marketing of the State's lignite resources. In partnership with the private sector, enhance the State's ability to transmit power generated from lignite and wind resources. Through coordinated, cost effective methods, provide the State with reliable and impartial information needed to

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describe, understand and apply geologic knowledge of North Dakota now and in the future for the economic benefit and enjoyment of the State's citizens. Through coordinated, cost effective methods, provide for the regulation of drilling, development and production of oil and gas and other mineral resources in an environmentally sound manner that is most beneficial to the producer, royalty owner and all the citizens of North Dakota.

The Department of Mineral Resources consists of two divisions-- Geological Survey and Oil and Gas.

The Geological Survey is funded by an appropriation from the General Fund. Studies conducted and provided to industry generate significant revenue for the State of North Dakota, but actual dollar figures are difficult or impossible to determine. This is because the revenues resulting from oil-industry leasing, drilling, and production that are based on the results of Survey studies cannot be easily calculated. This is also true for the other minerals the Geological Survey regulates and studies.

The Oil and Gas Division is funded by an appropriation primarily from the General Fund. The Division is responsible for geological and engineering expertise required by the Industrial Commission for decision-making responsibilities and enforcement of statutes, rules, regulations, and orders pertaining to the drilling for and production of oil and gas, and the disposal of oil field brines and other fluid wastes by injection into the subsurface.

The Public Finance Authority (formerly known as the Municipal Bond Bank), which is under the operation, control and management of the Industrial Commission of North Dakota, is a self-supporting state agency. The costs and expenses for operating the Public Finance Authority are financed with earnings on program assets and fees paid by participating political subdivisions.

The Administration Office's local area network consists of a server/workstation, workstation, two printers and a scanner. The Public Finance Authority (PFA) has a network

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consisting of a server, three workstations and two printers. Each employee can access word processing and spreadsheet applications, e-mail and the internet from their workstation. Technology allows the PFA to track all loan and bond activity, invoice loan payments and prepare financial statements and other management reports on a timely basis.

The North Dakota Geological Survey maintains it's IT systems on a Local Area Network (LAN). Our IT system consists of PCs within the office combined into an administrative system. The administrative system is used for desktop publishing, computer-assisted drafting, regulatory duties, Geographic Information System (GIS), and a variety of other functions. The Geological Survey is maintaining its web sites and designing a publications and fossil database to allow better access by the public.

The Oil and Gas Division continues to incorporate innovative ideas and state of the art technology to stay abreast with the growing demands placed upon it by industry, the public, and other state agencies. Currently the State Auditor (audit federal royalties), State Tax Department (audit production taxes), Health Department (air and water quality modeling), OMB, and Land Department (audit royalties) have access to and usage of all production data in the Oil and Gas Division computer database. Therefore, efficient and accurate data input and upgrading of current programs are important to the Oil and Gas Division, as well as other agencies of the State. The Division's technology plan continues to address the need to replace outdated equipment. The Division is continuing to develop a Geographic Information System using ESRI environmental Arc View GIS software, which will require further development and maintenance. The Division presently has GPS equipment that will need hardware and software upgrades. The Division also continues to develop our risk based database management system (RBDMS) which was started in 2001. The Division staff works closely with the Ground Water Protection Council (GWPC) and will further develop and maintain this system. To maximize use of laptops in the hands of each of our field inspectors in the three field offices (Dickinson, Williston, and Minot), the Division is designing the RBDMS database to reach a paperless inspection process. Each of the field inspectors is capable of entering inspection information directly into RBDMS in the field while accessing all information associated with each well to better serve each inspection. Upon returning to the field offices, the field inspector will update the main database in Bismarck with new data at the same time as receiving any updates entered in the system since the last time they attached to the network. There will be a continued need to replace and upgrade this hardware and software (laptops and RBDMS servers). Other programs in place that will continue to need equipment and software updates are,

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document scanning with storage and retrieval capabilities on CD ROM, Log Analysis & Digitizing programs and a log printer to make copies of well logs from digital data.

All the agencies included in this budget have websites to further facilitate communication with customers, agencies, political subdivisions, external consultants and the general public. In the future, the agencies will maintain current technology and constantly be looking to make innovative changes to enhance that technology.

The Public Finance Authority's mission is to develop rural and urban North Dakota by providing political subdivisions and other qualifying organizations access to flexible and competitive financing options for their local qualifying projects.

The Geological Survey's mission is three-fold: 1) to investigate and report the geology of North Dakota, emphasizing applied research leading to economic or quality-of-life improvements; 2) to provide public service by collecting, describing, and disseminating geologic and map-related information; and 3) to regulate coal and subsurface mineral exploration, geothermal energy, fossil resources, and oil-well core and sample data.

The Oil and Gas Division's mission is to encourage and promote the development, production, and utilization of oil and gas in the state in such a manner as will prevent waste, maximize economic recovery, and fully protect the correlative rights of all owners to the end that the landowners, royalty owners, producers, and general public realize the greatest possible good from these vital natural resources. The Industrial Commission will have modern, integrated IT tools that are well supported, easily and publicly accessible, accurate, and consistent.

Planned Infrastructure Activities and Changes
Utilize information tools that are standardized and well supported. Implement changes and adopt appropriate technologies to improve efficiency and public access. Continue to use the World Wide Web to disseminate information for public use. Continue to use electronic mail and Internet connectivity as the primary communication vehicle between

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consumers, the media and other state agencies requesting data concerning oil production and other geological questions. Continue to maintain and upgrade existing servers, desktops, laptops, digital cameras, projectors, printers, GPS hardware, and associated software as needed.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
Increase in activity in northwestern North Dakota due to increased oil production. Change in billing structure from ITD

2. Total number of desktop computers: 64
   Number of desktops for which you are requesting replacement funding: 31
   Average replacement cost/desktop: 2,100

3. Total number of laptop computers: 41
   Number of laptops for which you are requesting replacement funding: 19
   Average replacement cost/laptop: 2,200
What state planning region are these desktop/laptop computers located?
Region 1   1 **2**   1 **3**   0 **4**   1 **5**   0 **6**   0 **7**   1 **8**   1

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)
Open Source OS   0 %
MAC OS   0 %
Windows Vista   2 %
Windows XP   98 %
Other   0 %

5. What additional expenditures are being paid out of non-appropriated funds?   32,000
Please explain:
Computers, laptops servers to support RBDMS

IT Asset Management Plan

The Industrial Commission (IC) maintains an IT infrastructure supporting IC business processes. The infrastructure includes necessary technology to serve desktop, laptop, server, storage, and back-office needs for IC business functions. In addition to standard office automation peripherals such as printers and photo-copiers, the IC also maintains large format plotters and printers and large and small format scanners to address business requirements for the Commission's extensive legislative mandates in areas such as petroleum regulation, coal mining, uranium exploration, permitting of oil exploration sites, geothermal sites, monitoring of producing oil wells, injection wells, central tank battery measuring devices, and core samples.

The support of IC business functions requires systems supporting a wide variety of highly specialized technical professionals, including petroleum engineers, geologists, graphic information specialists, paleontologists, and soil scientists. Support of the wide variety of specialists requires a substantial and varied technological infrastructure. Due to the required business processes and the IC's business partners, the infrastructure and tool set provided must be current and in step with our business partners. The IC has four FTE's supporting this infrastructure and specialists utilizing the tools provided. One of the FTE's is a programmer/analyst, one FTE supports GIS application development and one FTE supports IT equipment maintenance supporting servers, desktops, laptops, printers, storage and back-office systems. The final FTE is Information Technology Administrator for the Department of Mineral Resources.

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Retention/recruitment

All outsourcing has been related to the Department of Mineral Resources' Risk Based Data Management System and has been provided by the Ground Water Protection Council. No recruiting of IT staff has been necessary. If recruiting becomes necessary we plan to utilize the services of HRMS and JSND to advertise and post openings as well as set up job and career fairs. The Department of Mineral Resources has monitored external market equity and provided workload and equity salary increases along with establishing policies for performance and retention bonuses. We plan to continue this program to the extent that funding is available.

Desktops/Laptops

The IC provides personnel with Microsoft windows XP in the 32-bit version operating system desktops and laptops. The replacement schedule for desktops and laptops varies from two to four years depending upon user application. The high-end systems supporting Petra, GIS, engineering and scientific systems are replaced on the shortest allowable schedule and are used as standard desktops for less intensive users. The IC also maintains a number of specialized workstations for specific applications or processes. These workstations primarily utilize XP. The replacement of these workstations is approximately two to four years on average. The IC maintains laptops for users frequently out of the office or those needing specialized field applications and systems, for example petroleum engineers or scientists working in the field and are replaced every two years and cycled into the office to support office personnel requiring laptops for intermittent field duty. Monitors are replaced as failures occur or after six years. The estimated monitor replacement is approximately 33.3% per biennium.

Scanners

The IC maintains two types of scanners. The first provides standard sized document scanning to support common business processes such as petroleum case management or permitting. The other is a large format scanner capable of scanning maps and other information up to 42" wide. The scanners are on a three to four year replacement schedule with the exception of the wide format scanner, which has a projected replacement schedule of six years.

Printers/Plotters

Printing technology has evolved significantly over the past decade, and the IC has consolidated the majority of the agency print services around two networked high-speed digital photocopiers. The agency still maintains two color laser printers. In addition, there are still workgroup printers available in several key areas for purposes of addressing user specific print functions.

In addition to the general-purpose business printing requirements, the IC will continue to require large format printing capabilities and are being supported with large format HP DesignJet plotters. The replacement cycle will be dictated by the life cycle of the plotter, which is governed by usage. Based upon current usage, it would be reasonable to assume that the replacement cycle will continue to range from six to 8 years.

Servers

The IC maintains the server infrastructure to support the agency data management and application requirements. Currently, the IC maintains file and application servers for standard business functions and high demand PETRA, engineering and scientific processes. The IC also maintains database, and WEB servers. Mail and anti-virus services are provided by ITD.

Unlike the desktops, monitors, and other peripherals, server replacement cycles are more often dictated by application requirements and software resource requirements than by equipment life cycles. It is common to upgrade or implement software changes that will vastly change the load and demand placed upon the server. Because server performance and reliability influence the productivity of all IC employees, replacement cycles are matched to the functions that the server provides. The application servers currently require greater performance with greater RAM requirements. These servers are generally replaced with an average replacement cycle of approximately every 3 to 5 years. Typically, the displaced servers are then re-conditioned to replace the role of the file server. As a result, the replacement cycle on average for all of the servers is between 3 and 5 years.

Storage

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In addition to the storage that is attached to each desktop, laptop, and server that is replaced as the respective system is replaced, the IC also maintains a large storage infrastructure. With the overwhelming growth in storage requirements to address both the digital capture of historic and current scientific data resources and on-going GIS initiatives, the IC was required to address server storage. Internal server storage and direct attached storage did not provide the long-term expansion capabilities or effective management options to address the growing storage requirements for the agency.

Large storage is managed co-dependently with the server infrastructure, and as such, a replacement strategy has been developed that requires replacement of the existing disk and related subsystems every 3 to 5 years. Given the constant increases in density of storage, the replacement strategy is expected to be accelerated due to the necessary expansion of storage capacity needed to support the IC business processes.

Software

The IC maintains a policy to keep all software current. This policy is complicated by the need to maintain synchronous software deployment with the IC's business partners and federal oversight agency, Ground Water Protection Council (GWPC). Much of the software utilized by the IC's federal programs is provided by GWPC. IC experience indicates routine incremental upgrades are far less traumatic to business functions than larger periodic wholesale updates, providing improved productivity. Development platforms, databases, and other supporting systems are maintained at current stable release levels. Application development staff migrates and maintains applications in current development platforms and release levels. When a change in development platforms is, prudent applications will be migrated proactively to new technologies.

The varieties of software tools used within the agency include an array of different schedules and software maintenance issues. For many of the larger applications and software suites the agency is enrolled in annual maintenance agreements to maintain the current state of the software. The following is a list of core software, defined maintenance method and business processes supported:

Petra
- o   IC has maintained Petra since 1999.
- o   Supports petroleum scientific research.
- o   Maintained through maintenance contracts at current stable versions.

RBDMS
- o   IC has maintained RBDMS in conjunction with GWPC since 2000
- o   Primary critical data regulating North Dakota's oil and gas production
- o   Maintained through database development in conjunction with GWPC

AutoCAD
- o   Supports GIS, and engineering business processes.
- o   Maintained through maintenance contracts at current stable versions

ESRI GIS software
- o   Supports business processes throughout the agency.
- o   Primary critical application in analysis of oil field boundries, well siting applications, and abandoned oil well reclamation projects.
- o   Maintained in sync with business partners
- o   Maintained through maintenance contract.

SQL server environment
- o   Utilized since 2000
- o   Supports GWPC Risk Based Data Management System (RBDMS) application.
- o   Primary application in case management, permitting, testing and production monitoring.
- o   Maintained through GWPC contracts.

Microsoft Suite

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- o Supports all business applications
- o Maintained through maintenance contract.

AccuMap
- o Supports Oil Field and Petroleum exploration data.
- o Maintained through maintenance contract.

Various other technical or scientific process applications
- o Maintained as needed dependent upon application and business requirements.

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IT5310	IT SOFTWARE AND SUPPLIES	$32,800	$36,075	$8,150	$44,225	$44,225
IT5510	IT EQUIPMENT UNDER $5000	$120,020	$111,192	$23,640	$134,832	$134,832
IT6010	IT DATA PROCESSING	$138,642	$136,400	$13,268	$149,668	$149,668
IT6020	IT COMMUNICATIONS	$111,673	$113,175	$7,594	$120,769	$120,769
IT6030	IT CONTRACT SERVICES & REPAIRS	$34,950	$40,150	$0	$40,150	$40,150
IT6930	IT EQUIPMENT OVER $5000	$26,500	$0	$18,000	$18,000	$0
	Total Budget:	**$464,585**	**$436,992**	**$70,652**	**$507,644**	**$489,644**
001	STATE GENERAL FUND	$400,101	$387,408	$53,062	$440,470	$422,470
305	INDUSTRIAL COMMISSION FUND 305	$18,584	$18,584	$0	$18,584	$18,584
493	LANDS AND MINERALS TRUST FUND 493	$7,400	$0	$17,590	$17,590	$17,590
900	PUBLIC FINANCE AUTHORITY	$38,500	$31,000	$0	$31,000	$31,000
	Total Funding:	**$464,585**	**$436,992**	**$70,652**	**$507,644**	**$489,644**

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Agency IT Plan Contact Data
Robin Bosch, Business Manager (designated Lead IT Coordinator), and Commissioner of Labor Lisa Fair McEvers (designated IT Coordinator) are responsible for the submission of the ND Department of Labor's IT Plan.

The mailing address for both is:
ND Department of Labor
600 East Boulevard Avenue, Dept 406
Bismarck ND 58505-0340

Phone # for Robin Bosch is (701)328-3707. Lisa McEvers can be reached at (701)328-2660.

Email addresses are: rbosch@nd.gov and lmcevers@nd.gov .

Review of Agency's IT Architecture
The Department of Labor uses the following business applications in conducting its day-to-day business operations:

CMS (Contact/Case Management System): The department's CMS is an Access database that is used to track contacts with the department by type, date, etc. Another feature of the CMS that is presently being tested and evaulated is the ability to track and integrate complete case data for those cases/complaints filed with the department. When the case management component is fully implemented, the CMS will serve to consolidate the existing stand-alone databases and spreadsheets that are used for several program areas (see below). The CMS is an Access database that resides on the department's shared server space at ITD and operates on our pcs via our XP operating system. It was created by a private vendor, Kraft Technologies, who continues to provide support and updates for it at this time. In the future, it is possible that any needed support may be obtained from ITD or others.

Case Databases: The department presently tracks case data in four stand-alone Access databases for the following areas: wage claims, employment discrimination, housing discrimination, and public service/public accommodation discrimination. Most of these database applications were created by a private vendor, although a former staff member did create at least one of them. Any support we may need with any of the databases (for report generation, etc.) has been obtained from ITD.

Excel Spreadsheets: The department currently uses three Excel spreadsheets to track basic information (dates, parties' names, amounts, etc.) regarding complaint inquiries, subminimum wage licensing, and independent contractor verifications. These spreadsheets were created internally by department staff and reside on our shared server space. Any support that may be needed would be obtained through ITD.

Federal Databases: Department staff are also required to input case data into 2 federal web-based applications (HUD's TEAPOTS and the EEOC's IMS) for those employment and housing discrimination cases that are dual-filed with both the state and federal government. Since these are federal applications, the federal agencies handle support. Department

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staff need only Internet Explorer to utilize these applications.

Planned Infrastructure Activities and Changes

During the 2009-11 biennium, the Department of Labor's technology goals and objectives are as follows:

Objective:

The department will be accessible to the public through IT tools such as our web site and toll-free telephone line.

Goal:

* Have adequate funding to continue providing the day-to-day, regular telephone and data processing services needed by the agency. (base budget request)

Objective:

The department will provide the necessary software, hardware, and connectivity needed by staff in the performance of their jobs.

Goals:

* Continue with a 4-year computer replacement schedule by replacing one-half of the agency's pc's. (Note: Five of the eleven current staff members would be due for pc replacement in the 2009-11 biennium. Of these computers, 1 laptop will be replaced with a new laptop, two other laptops will be replaced with desktops, and two other desktops will be replaced with new desktops. Existing monitors will not be replaced.) (base budget request)

* Provide telephone service, network connectivity, and a new desktop pc for a new Compliance Investigator position being requested. (Note: the desktop pc would replace a laptop that is no longer used by the department due to staffing changes but that would be due for replacement in 2009-11 if needed. If the new FTE is not authorized, this laptop will not be replaced with a new desktop.) (optional budget request)

* Purchase a new black and white laser printer. This printer will either serve to replace the oldest of the department's current printers or could also be used as a dedicated printer for the Commissioner's use. (base budget request)

* Continue Blackberry service for the department's Human Rights Director. (base budget request)

* Budget a small amount of funding allocated for replacement of small IT items as-needed (such as a monitor replacement, telephone headset, label printer, small software package, etc.). (base budget request)

Objective:

The department will maintain case data in a manner that is accurate and provides for ease of access to statistical information.

Goal:

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* Budget for a small amount of on-going maintenance to the department's Contact/Case Management System and other database applications and reporting tools as-needed. (base budget request)

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
IT Software Supplies: The department's current budget includes approximately $3,500 to upgrade all users' version of the Microsoft Office suite to Office 2007. As this upgrade will be completed in the 2007-09 biennium, these funds are not needed in the 2009-11 biennium.   IT Contractual Services & Repairs: The department 's current budget includes $7,000 for website redesign. As this project will be completed in the 2007-09 biennium, this funding was not requested for 2009-11.

2. Total number of desktop computers: 2
   Number of desktops for which you are requesting replacement funding: 5
   Average replacement cost/desktop: 950

3. Total number of laptop computers: 10
   Number of laptops for which you are requesting replacement funding: 1
   Average replacement cost/laptop: 1,894
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   1 **6**   0 **7**   11 **8**   0

4. What percentage of these pcs are running the following operating systems:
       (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:
n/a

IT Asset Management Plan
The Department of Labor's IT Asset Management Plan is outlined below:

Hardware:

The department has adopted a four-year replacement cycle for its pcs, with the general rule of one-half being replaced each biennium. Monitors are replaced as they fail or as the technology becomes simply too antiquated. As all staff currently have functional flat panel 19" monitors, any replacement that may be needed due to failure would be covered in the small pool of funds included in our budget request for as-needed IT replacement. This pool could accommodate replacement of one or possibly two monitors (7-15%) during the biennium if needed. Printers are generally replaced as they fail or every 6-8 years. Replacement of one black and white laser printer is included in the department's 2009-11 request. The department's current copier (which is not currently a multi-function copier) is scheduled to be replaced prior to the end of the 2007-09 biennium. It is anticipated that the department's new copier will be multi-functional.

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<u>Software</u>:

Microsoft Office Suite -
The department does not subscribe to any software maintenance program (such as Software Assurance), but rather purchases as it chooses to upgrade with new license purchases as needed. As we are purchasing the new version of Office 2007 in the 2007-09 biennium, we are not anticipating any major upgrades in the 2009-11 biennium.

CMS (Contact/Case Managment System)-
The department's CMS is an Access database has been in use as a contact management sytem for the past several years. By the end of the 2007-09 biennium, we expect to begin using new functionality of the CMS to also track and integrate complete case data for those cases/complaints filed with the department. This expanded function of the CMS will result in a discontinuation of use of four other existing databases, as well as three spreadsheets, that are currently used for several program areas. We expect to continue use of the CMS and its new functionality for several years and will address replacement by an updated application with the input of an IT business analyst in the future.

Access Database Applications and Excel Spreadsheets -
As noted above, the department presently uses four access databases and three excel spreadsheets to maintain program data. Active use of these applications will discontinue upon implementation the CMS' case management functionality.

<u>Staff</u>:
The department does not have any IT professionals on staff. Instead, it relies primarily on ITD for desktop support. In addition, Kraft Technologies, the private vendor who created the department's CMS, has provided assistance with that application. The department is evaluating use of ITD's new business analyst service as a way to assist with more proactive evaluation and direction of our IT resources.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$4,000	$500	$0	$500	$5,000
IT5510	IT EQUIPMENT UNDER $5000	$5,300	$8,000	$1,000	$9,000	$10,000
IT6010	IT DATA PROCESSING	$30,992	$30,992	$1,200	$32,192	$32,192
IT6020	IT COMMUNICATIONS	$28,027	$28,027	$900	$28,927	$28,927
IT6030	IT CONTRACT SERVICES & REPAIRS	$9,000	$2,000	$0	$2,000	$17,000
	Total Budget:	**$77,319**	**$69,519**	**$3,100**	**$72,619**	**$93,119**
001	STATE GENERAL FUND	$57,448	$51,889	$3,100	$54,989	$75,489
R018	EQUAL EMPLOY OPP. COMM.	$2,691	$4,234	$0	$4,234	$4,234
R081	FAIR HOUSING	$17,180	$13,396	$0	$13,396	$13,396
	Total Funding:	**$77,319**	**$69,519**	**$3,100**	**$72,619**	**$93,119**

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Agency IT Plan Contact Data
Steve Kahl
Data Processing Administrator
701-328-4087
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Review of Agency's IT Architecture

The Public Service Commission is comprised of three commissioners who are elected on a statewide basis to six year terms that are staggered. The Commission is authorized to maintain a staff of 41 full-time employees.

The Commission fulfills its statutory mandates by protecting the public interest and regulating utilities, mining companies, and licensees in a fair, efficient, responsive, and cooperative manner. Regulatory initiatives assure that:

Utility customers receive reliable and safe service at reasonable rates from financially sound companies.

Mined coal lands are reclaimed to provide a safe and productive environment now and in the future.

License and permit holders and operators of commercial weighing and measuring devices operate in a safe and fair manner.

The Commission has seven divisions, each of which has distinct areas of responsibility. These divisions and responsibilities are:

Public Utilities Division - Regulate telecommunications, natural gas, and electric utilities and oversee siting applications for energy generation and transmission facilities.

Testing & Safety Division - Monitor the accuracy of commercial weighing and measuring devices that are used throughout the state and monitor the operations of energy distribution pipelines to promote public safety.

Licensing Division - License and regulate public grain warehouses, roving grain and hay buyers, auctioneers and auction clerks, railroads to the extent provided for by state law and represent North Dakota's rail shipping interests in federal proceedings and in direct negotiations with rail carriers.

Reclamation Division - Issue permits to companies that are proposing to conduct coal mining activities in the state and monitor subsequent mining activities to ensure compliance with North Dakota's reclamation laws.

Abandoned Mine Lands Division - Use available federal funds to identify and prioritize hazards associated with pre-reclamation law mine sites in North Dakota, develop construction designs to minimize or eliminate the greatest hazards, and hire contractors to undertake related work.

Legal Division - Provide the Commission and its various divisions with legal counsel; assist the Commission in the adjudication of cases filed with the Commission and represent the Commission in other jurisdictional cases that are subsequently appealed to the courts.

Administrative Division - Administer the agency's day-to-day activities including budgeting, accounting, human resources and agency administration, grant administration, and procurement.

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For further information see IT Asset Management Plan and Planned Infrastructure Activities and Changes.

Planned Infrastructure Activities and Changes

Technology Direction 1. Use of high-end, specialized scientific and engineering software (including AutoCAD and GIS) provided by the federal Office of Surface Mining (OSM) and expanding the use of remote sensing and image analysis.

Objective(s)

- o   Coordinate with engineers and scientists from the PSC, OSM and Industry.
- o   Maintain and enhance acceptable and effective tools.
- o   Meet legal and technical requirements of state and federal statutes and rules.
- o   Meet software licensing requirements.
- o   Plan maintenance and installation around schedules of high cost professionals.
- o   Maximize quality.

Supports

- o   Reclamation and Abandoned Mine Lands division's management applications.
- o   Reclamation and Abandoned Mine Lands division's technical analysis of data used for day to day business processes

Technology Direction 2. Integrate Graphical Information Systems (GIS) with legacy databases and other electronic information supporting the agency business units. This has started with the Reclamation and Abandoned Mine Lands (AML) divisions.

Objective(s)

- o   Coordinate with engineers, scientists, and administrators from the divisions.
- o   Identify electronic information associated with mine areas.
- o   In coordination with technical staff develop business processes supported by an integrated GIS system to increase speed, accuracy and effectiveness of mine permitting, inspection and enforcement and prioritizing and designing AML reclamation projects.
- o   When economically feasible and technically practical, utilize ITD standard products.
- o   When practical, leverage ITD's licensing, systems, and expertise.

Supports

- o   Currently supporting Reclamation and Abandoned Mine Lands division's management applications.
- o   Currently supporting Reclamation and Abandoned Mine Lands division's technical analysis of mine related business processes.
- o   Future integration with Public Utilities, Licensing and Testing and Safety divisions, with initial support of siting applications.

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Technology Direction 3. Economical management and storage of large numbers of graphics files.

Objective(s)

o   Storage is allocated in discussion and agreement with end users on the basis of volatility, archive requirements, speed, and reliability.

o   Ensure least cost and best match solution.

o   When economically feasible and technically practical, utilize ITD standard products.

o   When practical, leverage ITD's licensing, systems, and expertise.

Supports

o   all agency personnel, business processes and divisions

Technology Direction 4. Conversion of all PSC documents and data to digital format (ongoing, to ease physical storage, make data more usable and support automated work flow to increase efficiency).

Objective(s)

o   Work with administrative personnel, engineers, scientists from PSC, OSM, Industry, and ITD to find a solution which will accommodate all necessary information, integrate into federal, state, and industry systems and allow data from each to seamlessly integrate into the whole.

o   Integrate the existing case management system and databases into the workflow system.

o   When economically feasible and technically practical, utilize ITD standard products.

o   When practical, leverage ITD's licensing, systems, and expertise.

Supports

o   all agency personnel, business processes and divisions

Technology Direction 5. End-user team development of integrated agency-wide database and workflow system.

Objective(s)

o   Provide IT support and interaction with ongoing agency systems management project team composed of non-IT end-users and administrators to re-design how the PSC does business in the 21st century (This is an agency business analysis project).

o   When economically feasible and technically practical, utilize ITD standard products.

o   When practical, leverage ITD's licensing, systems, and expertise.

Supports

o   all agency personnel, business processes and divisions

Technology Direction 6. Weights and Measures Division field usage of IT technology.

Objective(s)

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o Monitor and refine current field usage processes with inspectors.

o Maintain a workable, automated process in collaboration with inspectors.

o Identify systems, hardware and software that integrate with current systems, industry standards, and are field deployable.

o When economically feasible and technically practical, utilize ITD licensing, systems, and expertise.

Supports

o Testing and Safety Division, business processes and applications.

Technology Direction 7. Electronic permitting (conceived in 1996, implemented in 1999 and continually evolving; involved fast interaction between PSC, OSM and industry users who designed the system. PSC needed to match industry ability to test, buy, and use cheap, effective hardware and software with end-user decision-making flexibility).

Objective(s)

o Work with administrative personnel, engineers and scientists from the PSC, OSM and Industry who design and enhance the process. The PSC will continue to enhance solutions which will accommodate all necessary information, integrate into federal, state, and industry systems and allow data from each to seamlessly integrate into the whole.

o Meet all state and federal requirements for proper submission of a permit.

o Rapid procurement of hardware and software for compatibility with e-permit usage and format.

o When economically feasible and technically practical, utilize ITD standard products.

o When practical, leverage ITD's licensing, systems, and expertise.

Supports

o Reclamation division's management applications.

o Reclamation division's technical analysis of mine related data business processes.

o Model for developing electronic permitting processes for other agency divisions.

Technology Direction 8. Use of specialized technical software needed by one or more professionals.

Objective(s)

o Day to day interactions with PSC administrative personnel, engineers and scientists, OSM and Industry who utilize the applications.

o When economically feasible and technically practical, utilize ITD standard products.

o When practical, leverage ITD's licensing, systems, and expertise.

Supports

o all agency personnel, business processes and divisions

Technology Direction 9. Ongoing maintenance and enhancement of web-based e-transfer of hydrologic data between Industry and PSC.

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Objective(s)

- o Meet regularly with engineers and scientists from PSC, OSM, Industry and other state agencies to find the most appropriate solution.

- o Leverage current PSC, Water Commission, and ITD infrastructure to create a fully functional, minimal cost, state, federal, and industry integrated hydrologic submission system.

- o Utilize existing Water Commission web interface for public, industry, and governmental study.

- o When economically feasible and technically practical, utilize ITD standard products.

- o When practical, leverage ITD's licensing, systems, and expertise.

Supports

- o Reclamation division's management applications.

- o Reclamation division's technical analysis business processes and fast retrieval of hydrologic data.

Technology Direction 10. Development of mine permitting data management system based on always-up-to-date queries/reports of databases shared by industry and the PSC (future project envisioned as evolving from e-transfer of data to PSC over the next five years).

Objective(s)

- o Meet regularly with engineers and scientists from PSC, OSM, Industry task force, and other government agencies to find the most appropriate solution.

- o Leverage current PSC, other state agencies, and ITD infrastructure to create a fully functional, minimal cost, and state, federal, and industry integrated data management system.

- o Meet all state and federal requirements for legal submission of a permit.

- o Rapid procurement of hardware and software for compatibility with e-permit usage and format.

- o When economically feasible and technically practical, utilize ITD standard products.

When practical, leverage ITD's licensing, systems, and expertise. Supports

- o Reclamation division's management applications.

- o Reclamation division's technical analysis.

Technology Direction 11. Timely communication with business partners (primarily e-mail document transfer and lost ability to modify web server).

Objective(s)

- o Work with administrative personnel, engineers and scientists from PSC, OSM, Industry, other government agencies and ITD to find a solution that will accommodate all necessary information.

- o Integrate into federal, state and industry systems and allow data from each to seamlessly integrate into the whole.

- o Meet all state and federal requirements for legal submission of reports, data, maps, and plans needed for permits.

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- o Allow appropriate size documents and data to be transferred electronically.

- o Determine needed storage size and necessary retention in mail system.

- o When economically feasible and technically practical, utilize ITD standard products.

- o When practical, leverage ITD's licensing, systems, and expertise.

Supports

- o all agency personnel, business processes and divisions

Technology Direction 12. Facilitate In-house software training by OSM.

Objective(s)

- o Identify necessary hardware and software for training course.

- o Utilize software versions and methods agreed upon by OSM, Industry, and the PSC.

- o Rapid acquisition of hardware, software, and licensing for compatibility with the PSC and OSM licensing.

- o Set up temporary classroom facilities with hardware and software specific to mining with course work integrating state and federal resources as appropriate.

Supports

- o Reclamation and Abandoned Mine Lands division's management applications.

- o Reclamation and Abandoned Mine Lands division's technical analysis business processes

Technology Direction 13. The agency will have well-documented procedures for the programs it develops.

Objective(s)

- o Maintain and enhance well-documented procedures and programs that are consistently applied.

- o Regularly review and update procedures.

- o Provide necessary documentation on deployed applications.

Supports

- o all agency personnel, business processes and divisions

Technology Direction 14. Prepare IT Plan.

Objective(s)

- o To meet legislative mandate.

Supports

- o all agency personnel, business processes and divisions

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Technology Direction 15. The agency will maintain data that is accurate, consistent and easily accessible to the public.

Objective(s)

o   Provide easy public access through a web-based search and retrieval system for appropriate docket information.

o   Work with PSC divisions, and Industry to find a web-based solution which will accommodate all on-line self-docketing for industry and the public.

o   Continue to advocate internet connectivity as a technical tool and promote electronic sharing of information.

o   Continue development of Commission's web site. Site must have current, accurate and useful information for the public and regulated industries.

o   Create infrastructure necessary to allow better public access to Commission information.

o   Define, execute, and regularly test disaster recovery plan for all systems.

o   Continue to accept all electronic coal mine permit applications, and work with industry and the public to accept more applications electronically.

o   Implement all changes and new systems with E-government support as a critical element.

o   Conversion of paper documents to support use and accessibility.

Supports

o   all agency personnel, business processes and divisions

Technology Direction 16. The agency will use the electronic records as the legal document.

Objective(s)

o   Review and revise Commission administrative rules regarding electronic records following ITD's rules and guidelines.

o   Review and update mechanisms and administrative rules for electronic submission of legal documents.

Supports

o   all agency personnel, business processes and divisions

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
Please see narrative

2. Total number of desktop computers: 30
   Number of desktops for which you are requesting replacement funding: 31
   Average replacement cost/desktop: 1,725

3. Total number of laptop computers: 29
   Number of laptops for which you are requesting replacement funding: 14
   Average replacement cost/laptop: 1,900
What state planning region are these desktop/laptop computers located?
Region 1 0 **2** 0 **3** 0 **4** 0 **5** 0 **6** 0 **7** 59 **8** 0

4. What percentage of these pcs are running the following operating systems:
       (total should be equal to 100%)

Open Source OS	1 %
MAC OS	0 %
Windows Vista	4 %
Windows XP	95 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan

The Public Service Commission (PSC) maintains an IT infrastructure supporting PSC business processes. The infrastructure includes necessary technology to serve desktop, server, storage, and back-office needs for PSC business functions. In addition to standard office automation peripherals such as printers and photo-copiers, the PSC also maintains large format plotters and printers and large and small format scanners to address business requirements for the Commission's extensive legislative mandates in areas such as utility regulation, siting of energy related facilities, coal mining, licensing of auctioneers and grain elevators, and monitoring weighing and measuring devices.

The support of PSC business functions requires systems supporting a wide variety of highly specialized technical professionals, including engineers, graphic information specialists, utility analysts, soil and plant scientists and hydrologists. Support of the wide variety of specialists requires a substantial and varied technological infrastructure. Due to the required business processes and the PSC's business partners, the infrastructure and tool set provided must be current and in step with our business partners. The PSC has three FTE's supporting this infrastructure and specialists utilizing the tools provided. Two of the FTE's are programmer/analysts, one supporting non-GIS application development and maintenance, and the other supporting the GIS and related applications. The final FTE is the Technology Director for the Commission and supports servers, storage and back-office systems.

Desktops/Laptops

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The PSC provides windows desktops. The operating systems are primarily XP in both the 32 bit and 64 bit versions. The 64 bit versions are used to support the high-end scientific or engineering applications, and the standard version (32 bit) for the standard desktops. The replacement schedule for desktops varies from two to four years depending upon user application. The high-end systems supporting GIS, engineering and scientific systems are replaced on the shortest allowable schedule and often are used as standard desktops for less intensive users.   The PSC also maintains a number of specialized workstations for specific applications or processes. These workstations primarily utilize XP, however Linux is also utilized. The replacement of these workstations is approximately three years on average. The PSC maintains laptops for users frequently out of the office or those needing specialized field applications and systems, for example engineers or scientists working in the field. Monitors are replaced as failures occur or after six years. The estimated monitor replacement is approximately 25% per biennium.

Scanners

The PSC maintains two types of scanners. The first provides standard sized document scanning to support common business processes such as case management or licensing. The other is a large format scanner capable of scanning maps and other information up to 42" wide. The scanners are on a four year replacement schedule with the exception of the wide format scanner which has a replacement schedule of six years.

Printers/Plotters

Printing technology has evolved significantly over the past decade, and the PSC has consolidated the majority of the agency print services around two high-speed digital photocopiers. The agency still maintains two color laser printers. In addition, there is still one workgroup printer that is available in one key area for purposes of addressing specific print functions that are not addressed by the digital photocopiers.

In addition to the general-purpose business printing requirements, the PSC will continue to require large format printing capabilities. These are currently being met with a large format HP DesignJet plotter. The replacement cycle will be dictated by the life-cycle of the plotter which is governed by usage. Based upon current usage, it would be reasonable to assume that the replacement cycle will continue to range from 6 to 8 years.

The PSC maintains most of the server infrastructure to support the agency data management and application requirements. Currently, the PSC maintains file and print servers for both standard business functions and high demand GIS, engineering and scientific processes. The PSC also maintains a database server, and GIS server. Mail, standard application services, and WEB services are provided by ITD.

Unlike the desktops, monitors, and other peripherals, server replacement cycles are more often dictated by application requirements and software resource requirements than by equipment life-cycles. It is not uncommon to upgrade or implement software changes that will vastly change the load and demand placed upon the server. Because server performance and reliability impact the productivity of all PSC employees, replacement cycles are matched to the functions that the server provides. The GIS servers currently require greater performance with greater RAM requirements. These servers are generally replaced more frequently with an average replacement cycle of approximately every 2-3 years. Typically, the displaced servers are then re-conditioned to replace the role of the file server. As a result the replacement cycle on average for all of the servers is between 3 and 4 years.

Storage

In addition to the storage that is attached to each desktop, laptop, and server that is replaced as the respective system is replaced, the PSC also maintains a large storage infrastructure. With the overwhelming growth in storage requirements to address both the digital capture of historic and current scientific data resources and on-going GIS initiatives, the PSC was required to address server storage. Internal server storage and direct attached storage did not provide the long-term expansion capabilities or effective management options to address the growing storage requirements for the agency.

Large storage is managed independently of the server infrastructure, and as such, a replacement strategy has been developed that requires replacement of the existing disk and related subsystems every 6 years. Given the constant increases in density of storage, the replacement strategy is expected to often be provided by necessary expansion of storage capacity needed to support the PSC business processes.

Software

The PSC maintains a policy to keep all software current. This policy is complicated by the need to maintain synchronous software deployment with the PSC's business partners

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and federal oversight agency, Office of Surface Mining (OSM). Much of the software utilized by the PSC's federal programs is provided by OSM. PSC experience indicates routine incremental upgrades are far less traumatic to business functions than larger periodic wholesale updates, providing improved productivity. Development platforms, databases, and other supporting systems are maintained at current stable release levels. Application development staff migrates and maintains applications in current development platforms and release levels. When a change in development platforms is prudent applications will be migrated proactively to new technologies.

The mix of software tools that are used within the agency include an array of different schedules and software maintenance issues. For many of the larger applications and software suites the agency is enrolled in annual maintenance agreements to maintain the current state of the software. The following is a list of core software, defined maintenance method and business processes supported:

Sybase Database System
- o PSC has maintained Sybase since its adoption in 1993.
- o Supports all business applications except GIS, scientific or engineering based applications.
- o Supports applications developed by the PSC and ITD including PowerBuilder and .NET development platforms.
- o Maintained through maintenance contracts at current stable versions.

AutoCAD
- o Supports GIS, and engineering business processes.
- o Maintained through maintenance contracts at current stable versions

ESRI GIS software
- o In development stage and will support business processes throughout the agency.
- o Primary critical application in analysis of mining permits, siting applications, and abandoned mine reclamation projects.
- o Licensing provided by PSC and OSM
- o Maintained in sync with business partners and federal oversight agency (OSM)
- o Maintained through maintenance contract.

PowerBuilder development environment
- o Utilized since 1993
- o Supports all business applications including non-geographic portions of GIS, scientific or engineering based applications.
- o Primary application in case management, licensing, testing and safety, mining permit administration and general agency administration.
- o Maintained through maintenance contract.

Microsoft Suite
- o Supports all business applications
- o Maintained through maintenance contract.

Exam Hand
- o Supports Grain Elevator inspections.
- o Maintained through maintenance contract.

Various other technical or scientific process applications
- o Maintained as needed dependent upon application and business requirements.

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IT5110	SALARIES - PERMANENT	$246,367	$347,328	$0	$347,328	$361,221
IT5160	FRINGE BENEFITS	$100,514	$107,264	$0	$107,264	$111,554
IT5310	IT SOFTWARE AND SUPPLIES	$63,779	$50,079	$11,160	$61,239	$53,650
IT5510	IT EQUIPMENT UNDER $5000	$87,128	$91,855	$0	$91,855	$99,743
IT6010	IT DATA PROCESSING	$137,253	$137,253	$9,400	$146,653	$176,313
IT6020	IT COMMUNICATIONS	$55,536	$61,286	$3,600	$64,886	$70,142
IT6030	IT CONTRACT SERVICES & REPAIRS	$46,400	$62,521	$19,579	$82,100	$88,712
IT6930	IT EQUIPMENT OVER $5000	$32,500	$42,500	$0	$42,500	$42,500
	Total Budget:	**$769,477**	**$900,086**	**$43,739**	**$943,825**	**$1,003,835**
001	STATE GENERAL FUND	$735,873	$658,266	$43,739	$702,005	$953,243
R034	ND PERMANENT PROGRAM	$19,104	$17,344	$0	$17,344	$18,732
R040	AML ADMINISTRATIVE	$14,500	$29,000	$0	$29,000	$31,860
R999	INDIRECT COST RECOVERY	$0	$195,476	$0	$195,476	$0
	Total Funding:	**$769,477**	**$900,086**	**$43,739**	**$943,825**	**$1,003,835**

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Agency IT Plan Contact Data

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Review of Agency's IT Architecture

The IT architecture consists of 5 work stations and 2 printers connected to the ITD Server.
The business purpose is collection of aviation user fees, airport grants and inspections, word processing, financial reporting and budgeting..
We are using Microsft Windows XP as operating system. Software programs are currently being revised to use Sequel Server. Databases are in Microsoft Access. We use ITD for telecommunications, forms management, web design, internet and e-mail services. Software support is provided by Internet Design and Consulting, hardware support is provided by Webcom.

Planned Infrastructure Activities and Changes

The goal of the Aeronautics Commission IT activities is to allow the agency to carry out their mission of "provide, at the highest priority, economic and technical asssistance to insure an orderly and cost effective support system that enhances the advancement of the state's aviation system and encourage an unencumbered busienss climate to foster a positive evolution of the industry within the state."

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
There are no anticipated extraordinary increases in our infrastructure costs. The costs indicated are replacement costs for existing equipment and maintenance of existing systems. A decrease will be the removal of the Weathermation Units across the state.

2. Total number of desktop computers: 5
   Number of desktops for which you are requesting replacement funding: 5
   Average replacement cost/desktop: 3,000

3. Total number of laptop computers: 3
    Number of laptops for which you are requesting replacement funding: 2
    Average replacement cost/laptop: 2,000
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   5 **8**   0

4. What percentage of these pcs are running the following operating systems:
             (total should be equal to 100%)
Open Source OS   0 **%**
MAC OS   0 **%**
Windows Vista   0 **%**
Windows XP   100 **%**
Other   0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
We have a single plan that includes all hardware and software with no human capital assets.
Hardware will be obtained through state bidding contracts. Maintenance of hardware will be
local area vendors. Hardware will be retired to state surplus and replaced every 3-4 years.
Software is obtained generally through new hardware purchases and updated using state bidding
process. Other software is acquired through federal planning grants for pavement, air service,
economic impacts, and registration duties. Software is maintained through consultants. Software
is removed when hardware is surplused. New software is obtained through federal planning grants
in 4-5 year cycles and through vendor contracts. The development of of the plan for hardware and
software is a coordinated effort by the business staff of the Commission.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$6,550	$6,550	$0	$6,550	$6,550
IT5510	IT EQUIPMENT UNDER $5000	$47,000	$47,000	$0	$47,000	$47,000
IT6010	IT DATA PROCESSING	$43,016	$43,016	$0	$43,016	$43,016
IT6020	IT COMMUNICATIONS	$13,672	$13,672	$0	$13,672	$13,672
IT6030	IT CONTRACT SERVICES & REPAIRS	$66,000	$66,000	$0	$66,000	$66,000
	Total Budget:	**$176,238**	**$176,238**	**$0**	**$176,238**	**$176,238**
324	AERONAUTICS COMM. SPEC FUND 324	$176,238	$176,238	$0	$176,238	$176,238
	Total Funding:	**$176,238**	**$176,238**	**$0**	**$176,238**	**$176,238**

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Agency IT Plan Contact Data

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Review of Agency's IT Architecture

The types of software supported by the Department include MS Vista, GENESYS, ALERT, and ED (provided by FDIC) which runs locally on our examiner's computers. Considerations for software updates are based on the needs of the Department, compatibility with GENESYS, and the desire to operate consistent versions throughout the Department to avoid compatibility issues. The Department standards are based on the compatibility of software with the FDIC and Federal Reserve issued software used in the examination process. The Department is in the last stage of implementing an EDMS system. This will allow for further automation of applications and forms used by the Department. The database of records will provide Department staff immediate access to information such as financial institutions examinations, applications, and any correspondence received regarding a financial institution or licensee. The Department upgraded the operating system on the laptop computers from Windows Vista Business to Window Vista Enterprise to take advantage of the Windows BitLocker Drive Encryption. The Department also purchased email encryption software from ASAP Software, the license installment is ZIX solution and we are currently in our second year of the three year license. The Department plans to use the State email encryption once the license expires.

The Department will continue to enhance the Department web page and upgrade the Department records management program. The Department has ongoing cost for programming to the records management program. The Department continually works on automating the licensing applications process by simplifying access to the necessary forms for companies attempting to do business in this state. Placing the web page on the state website, the Department is joining in the cooperative effort to develop a shared infrastructure. The Department is continually placing additional information on its website, accessible at the fingertips of North Dakota and U.S citizens. The Department is exploring the purchase of a software system to replace the records management program due to the possible phasing out of PowerBuilder; the records management program runs on PowerBuilder. The Department will need to budget for replacement of this software in the 2011-2013 or 2013-2015 biennium.

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The Department plans to replace all of the laptops and desktop computers every other biennium. This would allow the Department to maintain consistency throughout the office concerning the types and versions of software used. The types of software will be determined based on compatibility with FDIC examination software programs. Computer replacement will be in the 2011–2013 budget.

The Credit Union division uses computers leased from the National Credit Union Association (NCUA). These units are used to access the NCUA network and upload examination information to NCUA. The computers are not connected to the state network and use dial access and modem to connect to the NCUA. NCUA provides the hardware and software to the Department at no cost.

The Department of Financial Institutions does not have an IT Department nor are there any fulltime equivalent employees dedicated solely to information technology. The Department uses the ITD staff for installing and assisting users to adapt to new software. The Department also uses ITD for contract work and services, reviewing and updating hardware and software, implementing a network within the Department that is connected to the statewide network, troubleshooting, upgrading, and training of staff. No outside technical support is provided by the Department. The Department has been able to meet the information technology needs through the use of Department personnel and ITD staff.

The Department goals and objectives are to continue developing EDMS that will automate all Department records by completing an imaging process to provide accessibility to records by field staff, eliminate storage space within the Department, and disaster recovery of original records. The conversion of existing data into an electronic format will provide Department staff immediate access to information such as financial institutions examinations, applications, and any correspondence received regarding a financial institution or licensee. This will provide and maintain public confidence in North Dakota financial institutions by ensuring the financial industry operates in a safe and sound manner while complying with applicable rules and laws.

The Department will begin using the Nationwide Mortgage Licensing System (NMLS) which is provided by The Conference of State Bank Supervisors and the American Association of Residential Mortgage Regulators in the second half of 2009. We will join 14 other states that currently use NMLS to license and track mortgage originators. To date, 42 state agencies representing 40 state have committed to participate in the system, which became operational on January 2, 2008. NMLS is a Web-based system that allows state-licensed mortgage lenders, mortgage brokers, and loan officers to apply for, amend, update or renew a license online for all participating state agencies using a single set of uniform applications. This allows state regulators the framework to address some of the gaps experienced in state and federal oversight of the mortgage industry. The Department needs a program upgrade to our records management system to be able download information from the NMLS system.

Planned Infrastructure Activities and Changes
The Department of Financial Institutions (DFI) operates out of five locations, the Bismarck main office and four field offices in Bismarck, Minot, Grand Forks, and Fargo. The Department is considering closing the field office in Minot due to turnover; however this will increase the Bismarck field staff from 4 to 8 examiners and will not change the IT budget.   The Department is adding two FTE, one bank examiner and one consumer investigator; the Department needs to purchase IT equipment for the new FTE such as a laptop computer and hookup for telephone and internet. All other locations have telephone, fax, email system, T1 lines, or cable internet access. The Department replaced all desktop (6) and laptop (18) computers this biennium. The Department plans to replace again in the 2011-2013 biennium. IT activity includes monthly telephone expenses, local and long distance charges, monthly T1 line, Metro Area Network Access (Fiber), cable internet access for each field location, and long distance charges which are incurred when crews are away from a major city with local access. The Department will continue to access the State Enterprise System. Daily backup of all files is conducted by ITD, with data stored at

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the State Capital as well as off site. The Department is connected to the ITD server and will continue to operate a network system in order to provide access to Department information by multiple users. The hardware and software plans will be monitored to ensure upgrades to software and replacement hardware are obtained according to the replacement schedule.

The Department will continue to enhance the Department web page and upgrade the Department records management program. The Department has ongoing cost for programming to the records management program. The Department continually works on automating the licensing applications process by simplifying access to the necessary forms for companies attempting to do business in this state. Placing the web page on the state website, the Department is joining in the cooperative effort to develop a shared infrastructure. The Department is continually placing additional information on its website, accessible at the fingertips of North Dakota and U.S citizens. The Department is exploring the purchase of a software system to replace the records management program due to the possible phasing out of PowerBuilder; the records management program runs on PowerBuilder. The Department will need to budget for replacement of this software in the 2011-2013 or 2013-2015 biennium.

Currently, there is no technology equipment other than computers and printers that are critical to this agency. The Department plans to replace all of the laptops and desktop computers every other biennium. This would allow the Department to maintain consistency throughout the office concerning the types and versions of software used. Replacement will be in the 2011–2013 budget. New laptops will need to be purchase for the two new FTE. Monitors and portable printers will be replaced as needed. The Department will be purchasing a printer and fax machine for the main office and will purchase a copier, fax, scanner combination for each field office.

The Credit Union division uses computers leased from the National Credit Union Association (NCUA). These units are used to access the NCUA network and upload examination information to NCUA. The computers are not connected to the state network and use dial access and modem to connect to the NCUA. NCUA provides the hardware and software to the Department at no cost.

The Department of Financial Institutions does not have an IT Department nor are there any fulltime equivalent employees dedicated solely to information technology. The Department also uses ITD for contract work and services, reviewing and updating hardware and software, implementing a network within the Department that is connected to the statewide network, troubleshooting, upgrading, and training of staff. No outside technical support is provided by the Department. The Department has been able to meet the information technology needs through the use of Department personnel and ITD staff.

The Department goals and objectives are to continue developing EDMS that will automate all Department records by completing an imaging process to provide accessibility to records by field staff, eliminate storage space within the Department, and disaster recovery of original records. The conversion of existing data into an electronic format will provide Department staff immediate access to information such as financial institutions examinations, applications, and any correspondence received regarding a financial institution or licensee. This will provide and maintain public confidence in North Dakota financial institutions by ensuring the financial industry operates in a safe and sound manner while complying with applicable rules and laws.

The Department will begin using the Nationwide Mortgage Licensing System (NMLS) which is provided by The Conference of State Bank Supervisors and the American Association of Residential Mortgage Regulators in the second half of 2009. We will join 14 other states that currently use NMLS to license and track mortgage originators. To date, 42 state agencies representing 40 states have committed to participate in the system, which became operational on January 2, 2008. NMLS is a Web-based system that allows state-licensed mortgage lenders, mortgage brokers, and loan officers to apply for, amend, update or renew a license online for all participating state agencies using a single set of uniform applications. This allows state regulators the framework to address some of the gaps experienced in state and federal oversight of the mortgage industry. The Department needs a program upgrade to our records management system to be able download information from the NMLS system. One time cost of $117,351 for an interface of the National Mortgage Licensing System data into the Department's Records Management System. This amount includes an estimated $102,044 based on requirements received during the

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interview process plus an additional $15,307 for scope changes. The additional 15% is based on ITD's experience with scope changes in projects this size. Including this additional amount will give the Department the flexibility to cover typical scope changes, and remain within the budgeted amount. ITD estimated $660 per month for the ongoing cost of running the application. This amount includes the hosing charges, estimated storage and Software Development maintenance cost.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

One time cost of $117,351 for an interface of the National Mortgage Licensing System data into the Department's Records Management System. ITD estimated $660 per month for the ongoing cost of running the application. This amount includes the hosing charges, estimated storage and Software Development maintenance cost.

2. Total number of desktop computers: 6

   Number of desktops for which you are requesting replacement funding: 0

   Average replacement cost/desktop: 2,100

3. Total number of laptop computers: 19

   Number of laptops for which you are requesting replacement funding: 0

   Average replacement cost/laptop: 1,700

What state planning region are these desktop/laptop computers located?

Region 1   0 **2**   4 **3**   0 **4**   5 **5**   4 **6**   0 **7**   14 **8**   0

4. What percentage of these pcs are running the following operating systems:

      (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	100 %
Windows XP	0 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?

Please explain:

IT Asset Management Plan

Currently, there is no technology equipment other than computers and printers that are critical to this agency. The Department plans to replace all of the laptops and desktop computers every other biennium. This would allow the Department to maintain consistency throughout the office concerning the types and versions of software used. The types of software will be determined based on compatibility with FDIC examination software programs. Computer replacement will be in the 2011–2013 budget. New laptops will need to be purchase for the two new FTE. Monitors and portable printers will be replaced as needed. The Department will be purchasing a printer and fax machine for the main office and will purchase a copier, fax, scanner combination for each field office.

The Department is exploring the purchase of a software system to replace the records management program due to the possible phasing out of PowerBuilder; the records management program runs on PowerBuilder. The Department will need to budget for replacement of this software in the 2011-2013 or 2013-2015 biennium.

The Department of Financial Institutions does not have an IT Department nor are there any fulltime equivalent employees dedicated solely to information technology. The Department uses the ITD staff for installing and assisting users to adapt to new software. The Department also uses ITD for contract work and services, reviewing and updating

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hardware and software, implementing a network within the Department that is connected to the statewide network, troubleshooting, upgrading, and training of staff. No outside technical support is provided by the Department. The Department has been able to meet the information technology needs through the use of Department personnel and ITD staff.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$20,846	$19,328	$0	$19,328	$24,000
IT5510	IT EQUIPMENT UNDER $5000	$41,771	$10,600	$0	$10,600	$47,100
IT6010	IT DATA PROCESSING	$129,990	$169,388	$0	$169,388	$161,363
IT6020	IT COMMUNICATIONS	$34,092	$40,281	$0	$40,281	$45,700
	Total Budget:	**$226,699**	**$239,597**	**$0**	**$239,597**	**$278,163**
242	FINANCIAL INSTIT. REGULATORY FUND	$226,699	$239,597	$0	$239,597	$278,163
	Total Funding:	**$226,699**	**$239,597**	**$0**	**$239,597**	**$278,163**

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Project: INF-001   **Interface NMLS into Records Management System**

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Agency Priority - 1   **Project Type:** Major enhancement/upgrade

Project description

The project includes interfacing DFI's Record Management System with data from the National Mortgage Licensing System (NMLS). The Application/Licenses for Mortgage Consumers would be entered/maintained using NMLS's secured internet website. Some of the data would need to be imported into the Oracle table(s) for ND to be able to process Complaints and/or Exams for this data in the Department's Records Management System PowerBuilder system.

Briefly describe the business need or problem driving the proposed project.

To license and track mortgage originators. NMLS is a Web-based system that allows state-licensed mortgage lenders, mortgage brokers, and loan officers to apply for, amend, update or renew a license online for all participating state agencies using a single set of uniform applications.

Describe how the project is consistent with the organizations mission.

This allows state regulators the framework to address some of the gaps experienced in state and federal oversight of the mortgage industry.

Describe the anticipated benefits of the project and who will derive the benefits.

This will provide and maintain public confidence in North Dakota financial institutions by ensuring the financial industry operates in a safe and sound manner while complying with applicable rules and laws. This will also provide Department staff immediate access to information such as examinations, applications, and any correspondence received regarding a licensee.

Describe the impact of not implementing the project.

Will not allow the Department to track mortgage originators on a national level. The state may lose the right to regulate the mortgage industry.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Not being able to interface with our Records Management System which will force the Department to manual in put all information into the Records Management System.

Describe the additional costs?

N/A

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -	$0
Optional Project Costs -	$0
Total Project Cost? -	**$0**

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Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?
N/A

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6010	IT DATA PROCESSING	$0	$117,351	$0	$117,351	$0
	Total Budget:	**$0**	**$117,351**	**$0**	**$117,351**	**$0**
242	FINANCIAL INSTIT. REGULATORY FUND	$0	$117,351	$0	$117,351	$0
	Total Funding:	**$0**	**$117,351**	**$0**	**$117,351**	**$0**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
- Microsoft Window XP Professional Version 2002

- Securities & Franchise Database/Registration System
  - MS Access 2000 windows database
  - Maintains all Securities and Franchise data
    - Receipts all department revenues
  - Serviced by ITD – Department administrator Harold Kocher

- Time Matters 2007
  - SQRL windows database
  - Maintains all Enforcement data
  - Synchronizes from laptops to the network for field work
  - Service Provider: Lexis-Nexis – Department administrator Doug Smith

Planned Infrastructure Activities and Changes
- Four year replacement on workstations and laptops
- Eight year replacement on monitors
- Upgrade and maintain operating system software
- Maintain Securities & Franchise Database/Registration Program

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- Maintain and upgrade Time Matters Enforcement Database
- Maintain imaging of document storage, security and accessibility
- Maintain and upgrade telecommunications equipment

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
4 year hardware replacement cycle

2. Total number of desktop computers: 3
   Number of desktops for which you are requesting replacement funding: 3
   Average replacement cost/desktop: 953

3. Total number of laptop computers: 6
   Number of laptops for which you are requesting replacement funding: 6
   Average replacement cost/laptop: 2,816
What state planning region are these desktop/laptop computers located?
Region 1   8 **2**   0 **3**   0 **4**   1 **5**   0 **6**   0 **7**   1 **8**   0

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
Replacement :

4 year - All Computers (laptop/workstations)
8 year – Monitors

All other assets are replaced when needed.

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414 SECURITIES DEPARTMENT

Version: 2009-B-01-00414

Project: **Infrastructure**

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$10,953	$5,227	$4,250	$9,477	$5,227
IT5510	IT EQUIPMENT UNDER $5000	$11,270	$3,270	$1,050	$4,320	$3,270
IT6010	IT DATA PROCESSING	$40,374	$37,224	$1,767	$38,991	$37,224
IT6020	IT COMMUNICATIONS	$18,191	$26,766	$0	$26,766	$18,191
IT6030	IT CONTRACT SERVICES & REPAIRS	$7,655	$7,655	$0	$7,655	$7,655
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$23,805	$23,805	$0
	Total Budget:	**$88,443**	**$80,142**	**$30,872**	**$111,014**	**$71,567**
001	STATE GENERAL FUND	$88,443	$80,142	$30,872	$111,014	$71,567
	Total Funding:	**$88,443**	**$80,142**	**$30,872**	**$111,014**	**$71,567**

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471   BANK OF NORTH DAKOTA

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Agency IT Plan Contact Data

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Review of Agency's IT Architecture

BND's service areas utilize multiple applications to perform the business functions of the Bank. The attached listing describes the applications utilized by the BND service areas and includes information concerning the environment required to run each application.

Planned Infrastructure Activities and Changes

The infrastructure activities for BND include the costs necessary to maintain the current systems, applications, and associated hardware. These costs include: hardware and software replacement and upgrades; PC and laptop replacements; information technology related supplies; vulnerability assessments; maintenance agreements for hardware and software; maintenance and upgrades for audio and video systems; data processing and telecommunication items paid to the Information Technology Department (ITD); and disaster recovery agreements and related items.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

IT Equipment under $5,000 - Increase is related to planned replacements of laptop computers and laserjet printers. IT Communications - Increase is related to BlackBerry installation, hosting, and service fees; desktop messaging installation fees. IT Contract Services and Repairs - Increase is related to implementation of application service providers to provide business solutions; outsourcing of IT security services; disaster recovery contract for check imaging.

2. Total number of desktop computers: 190
   Number of desktops for which you are requesting replacement funding: 107
   Average replacement cost/desktop: 833

3. Total number of laptop computers: 60
   Number of laptops for which you are requesting replacement funding: 34
   Average replacement cost/laptop: 2,177
What state planning region are these desktop/laptop computers located?
Region 1 0 **2** 0 **3** 0 **4** 0 **5** 0 **6** 0 **7** 250 **8** 0

4. What percentage of these pcs are running the following operating systems:
   (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan
<u>Hardware</u>
Hardware is obtained when a business need is identified. Hardware is maintained and replaced according to established replacement cycles. These cycles include:

PC – desktop or laptop   4 Year Replacement Cycle
Monitor   4 Year Replacement Cycle
Printer   4 Year Replacement Cycle
Server   3 Year Replacement Cycle

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Audio/Visual Equipment   Replace as failed or technology changes

Software
Software is obtained when a business need is identified. Software is retired when technologically obsolete or business needs have changed. Software is upgraded according to the following schedule:

Microsoft Office   Upgrade every other release
Core Business Software   Apply upgrades as released - Details included in IT architecture
Development Software   Apply upgrades as released
Other Software   Apply upgrades as requested or required by external needs

Human Capital
BND's information technology staff includes personnel assigned to development, application support, desktop and network support, and security. Appropriate staffing levels in each of these areas is regularly monitored and adjusted when business needs change or staff vacancies occur. Recruiting to fill vacant positions is performed through job postings as well as postings with the colleges and universities.

Retention of BND information technology staff is vital due to the high level of business knowledge required in order to support the service areas and their applications. Retention is accomplished through use of flexible schedules and an emphasis on continuous training and development. Individual training plans are developed for each of the information technology staff.

Consultants are used to supplement agency staff as well as to provide a skill set not available from internal staff. This includes independent vulnerability assessments, vendor assistance for the support and upgrade of business applications, and software development from the Information Technology Department (ITD).

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IT5110	SALARIES - PERMANENT	$0	$1,862,578	$0	$1,862,578	$0
IT5131	ADDITIONAL SALARIES - OTHER	$2,262,942	$0	$0	$0	$2,700,000
IT5160	FRINGE BENEFITS	$0	$601,620	$0	$601,620	$0
IT5310	IT SOFTWARE AND SUPPLIES	$525,000	$525,000	$0	$525,000	$600,000
IT5510	IT EQUIPMENT UNDER $5000	$250,000	$350,000	$0	$350,000	$400,500
IT6010	IT DATA PROCESSING	$3,500,000	$3,600,000	$0	$3,600,000	$4,000,010
IT6020	IT COMMUNICATIONS	$465,000	$550,000	$0	$550,000	$600,020
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,850,000	$2,550,000	$0	$2,550,000	$2,700,030
IT6930	IT EQUIPMENT OVER $5000	$1,400,000	$1,200,000	$0	$1,200,000	$1,400,930
	Total Budget:	**$10,252,942**	**$11,239,198**	**$0**	**$11,239,198**	**$12,400,000**
998	BANK OF NORTH DAKOTA	$10,252,942	$11,239,198	$0	$11,239,198	$12,400,000
	Total Funding:	**$10,252,942**	**$11,239,198**	**$0**	**$11,239,198**	**$12,400,000**

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Agency Priority - 1   **Project Type:** Application replacement   **Age of Current Application:** 15

Project description

The Bank will analyze several options for the replacement of the Student Loan ALS lender mainframe application. These options will include technological solutions as well as other possible business or service arrangements.

Briefly describe the business need or problem driving the proposed project.

The current legacy Lender application provides the following functionality: loan origination, loan disbursement, collections, customer service, electronic reporting, additional reporting functions and loan servicing. The Lender application was implemented in 1993 and has been modified by BND staff to keep the application in compliance with regulatory requirements. The current effort to migrate from the mainframe requires BND to move to a different solution to provide these services.

Describe how the project is consistent with the organizations mission.

The Lender system allows the Bank and Student Loans the ability to offer sound quality financial service to their customers.

Describe the anticipated benefits of the project and who will derive the benefits.

The final determination by the Bank will result in a solution that is less costly than the current legacy application. This will result in increased service levels and continued cost effectiveness for Student Loan customers.

Describe the impact of not implementing the project.

The Lender application is only certified to run on the IBM z-series. Once other agency applications are migrated from the os390, the Bank will be faced with the cost of maintaining the mainframe for this application. The difficulty of maintaining the system also places the Bank at risk of not meeting regulatory changes. Additionally, the vendor of the application can no longer provide support to keep the system functioning.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

The selection of a replacement to the existing mainframe application must be made by choosing the right solution based on changing business needs and evolving markets. The selection of a replacement for the existing application is partly based on a proper technological solution and partly on matching business needs. The final decision on a solution may not result in a technical deployment.

Describe the additional costs?

The additional cost is for re-allocated staff necessary to complete the project successfully. This number is based on 25% of the project cost as determined using the Total Cost of Project Budgeting guideline developed by the Enterprise Project Management Office.

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Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $875,000
Optional Project Costs - $0
Total Project Cost? - **$4,375,000**
Tot Proj Costs + Optionals - **$4,375,000**

What additional expenditures are being paid out of non-appropriated funds?
N/A

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IT7090	SPECIAL LINE OTHER	$1,300,000	$3,500,000	$0	$3,500,000	$3,500,000
	Total Budget:	**$1,300,000**	**$3,500,000**	**$0**	**$3,500,000**	**$3,500,000**
998	BANK OF NORTH DAKOTA	$1,300,000	$3,500,000	$0	$3,500,000	$3,500,000
	Total Funding:	**$1,300,000**	**$3,500,000**	**$0**	**$3,500,000**	**$3,500,000**

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Agency IT Plan Contact Data

Kelly Fischer

701-328-8095

kjfischer@ndhfa.org

Review of Agency's IT Architecture

North Dakota Housing runs Microsoft Windows for both the client and server operating systems. Desktop application needs are met using the Microsoft Office Suite. Microsoft software is purchased through the state software assurance contract. Database application software is either programmed in-house or purchased and maintained under contract. Below is a summary of the major applications.

Application Description	Responsible Entitiy	Language	Database
Bond Proceeds Tracking	In House	Visual FoxPro	Fox DBF
Mortgage Loan & Trust Accounting	In House	Visual FoxPro	Fox DBF
Various Accounting Systems	In House	Visual FoxPro	Fox DBF
Mod Rehab Tenant Tracking	In House	Visual FoxPro	Fox DBF
Contract Administration System	Housing Development Software	Delphi	SQL
Bond Cash Flow Software	SS&C Technologies	C++	Non Database Application
Tax Credit Compliance Software	Application Oriented Design	I-Cobal	ISAM files

Planned Infrastructure Activities and Changes

North Dakota Housing is not currently planning any major infrastructure changes. Applications provided by third party vendors are under contract for maintenance. If the vendor discontinues business the applications would continue to run until an alternate solution could be put into place. In house applications are continuously being monitored with minor changes being applied as needed. The agency is currently in the process of migrating these applications from Visual FoxPro to Visual Basic .Net. The migration to .Net will provide a larger pool of available programmers should the agency experience staff turnover in the future.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

n/a

2. Total number of desktop computers: 51

   Number of desktops for which you are requesting replacement funding: 21

   Average replacement cost/desktop: 600

3. Total number of laptop computers: 6

   Number of laptops for which you are requesting replacement funding: 1

   Average replacement cost/laptop: 1,200

What state planning region are these desktop/laptop computers located?

Region 1   0 **2**   0 **3**   0 **4**   0 **5**   3 **6**   0 **7**   54 **8**   0

4. What percentage of these pcs are running the following operating systems:

   (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?   0

Please explain:

n/a

IT Asset Management Plan

Hardware

Computers, printers and monitors are currently replaced every four years or as needed. Printers and monitors have typically been replaced beyond the four year time frame due to there durability as compared to the computer.

Software

Desktop applications and operating systems are maintained through the state software assurance program with Microsoft. Software purchased from a third party vendor is maintained through a continuing software maintenance agreement. The agency attends annual user conferences to provide input in future releases of the product.

In-house developed applications are updated as needs arise. The IT department incorporates language enhancements into software revisions as updates are rolled into production thereby reducing the probability of a total application rewrite.

Staff

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Agency IT department utilizes Microsoft software for operating systems, desktops, and development languages. Because of the broad acceptance of Microsoft products the pool of qualified applicants should be larger than that of other platforms.

IT staff is also encouraged to attend training on an annual basis to keep current on new and developing technologies.

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IT5110	SALARIES - PERMANENT	$0	$218,664	$0	$218,664	$0
IT5131	ADDITIONAL SALARIES - OTHER	$257,060	$0	$0	$0	$287,590
IT5160	FRINGE BENEFITS	$0	$68,926	$0	$68,926	$0
IT5310	IT SOFTWARE AND SUPPLIES	$18,950	$26,000	$0	$26,000	$27,300
IT5510	IT EQUIPMENT UNDER $5000	$36,000	$44,100	$0	$44,100	$46,300
IT6010	IT DATA PROCESSING	$87,000	$100,800	$0	$100,800	$105,800
IT6020	IT COMMUNICATIONS	$77,130	$85,310	$0	$85,310	$89,600
IT6030	IT CONTRACT SERVICES & REPAIRS	$48,130	$59,000	$0	$59,000	$62,000
	Total Budget:	**$524,270**	**$602,800**	**$0**	**$602,800**	**$618,590**
473	HOUSING FINANCE AGENCY-FEES	$0	$287,590	$0	$287,590	$0
SPEC1	IT SPECIAL FUNDS	$524,270	$315,210	$0	$315,210	$618,590
	Total Funding:	**$524,270**	**$602,800**	**$0**	**$602,800**	**$618,590**

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Agency IT Plan Contact Data

North Dakota Mill & Elevator Association IT Plan Contact:

Greg McLean
IT Manager
(701) 795-7234
gmclean@ndmill.com

Review of Agency's IT Architecture

REVIEW OF AGENCYS IT ARCHITECTURE

The ND Mill's Information System is entirely located within the Mill's building complex, located in Grand Forks, ND. We have no applications running on the State's systems. The Mills system consists of 6 main servers, 4 secondary servers, 50 workstations, 4 laptops/tablet PCs, 12 forklift mounted computers, departmental & personal printers. These devices are connected via an Ethernet LAN. The backbone of the 100base-T network is fiber optic transitioning into CAT5 twisted pair cabling. The active forklift mounted computers connect via an 802.11g firewalled sub-net with WPA-2 PSK security & a remote server running MS Terminal Services Manager, with access only to their specific inventory application. The Mill is connected to the outside word via an Internet Server, a SonicWall Pro 3060 Firewall and two SDSL lines. These SDSL lines are load balanced by the SonicWall. Our mail gateway & web servers connect internally via a special protected zone within our firewall.

There are 4 major business applications on the Mill Information System

dbc SMARTsoft Accounting - running under Windows Server 2003 & MS SQL 2000: This is our primary accounting program. It also handles the Grain Department functions of purchasing, delivery, storage, pricing & payment for our major raw material, (hard red spring wheat & durum wheat). In addition it also handles the Sales & Accounting Department functions of tracking sales, production and to some extent, shipping. IT service of this application is provided via a maintenance/support agreement with the vendor & by the NDM IT Department. This program is interfaced with our data warehouse and through the data warehouse to a few customer information utilities on our Website.

Microsoft Business Solutions Great Plains Dynamics Payroll - running under Widows Server 2003 & MS SQL 2005: This program handles our Payroll & Human Resource functions. IT service of this application is provided via a maintenance/support agreement with Microsoft, additional support through DFC Consultants of Fargo & the NDM IT Department. This program is interfaced with Kronos TimeKeeper, a time clock program. Access to this program is limited to the payroll clerk, the human resources manager, the accounting manager & the IT manager.

NDM Data Warehouse - running under Windows Server 2003, MS SQL 2000, MS Access and Crystal Reports 8: This is our central information data structure for the compiling of and reporting of information from all our data sources. This program pulls data from our main accounting program & feeds specific limited access data to our web server. The data in the program is distributed to authorized users on a case by case basis. It is supported by ComputerWare of Grand Forks, ND & the NDM IT Department.

MS Office Professional - (we use all versions from 2000 thru 2007, usually updating as the workstation it runs on is replaced): Outlook (Email & Scheduling), Word (SP), Excel

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(SS), Access (DB), PowerPoint (Presentations) This program is supported by the NDM IT Department.

We also have various other computer based applications spread throughout the Mill's operations:

Barcode & Wireless Based Bag Inventory Tracking - (MS SQL & Access) As our flour is packed & loaded on pallets, we print a barcode & add to finished bag inventory. As the trucks & railcars are loaded, the pallets of bagged products are scanned out of inventory & matched to a sales order. The bill of lading is then printed. (On internal data network)

Vendor Managed Inventory - (Intellution, Dialogic & Cold Fusion) Customer has flour level sensors in their raw flour tanks connected to a black box w/modem. At the mill we have a computer that dials that black box at intervals, retrieves the info on bin levels & posts that info (both numerically & graphically) on an Internet accessible screen (On internal data network)

Bearing & Grain Temperature Monitoring - (Rolfes) We have a computer connected to temperature probes in our grain bins & on the various bearings in our grain elevator. This temperature info is fed to the computer screen & alarm threshold levels are set to flag problem areas. (Not on internal data network)

Security Camera Monitoring & Recording - Security cameras throughout our NDM complex feed into a couple of computers. There the video is captured, recorded & displayed. (Not on internal data network)

NIR & Farinograph Lab Testing Equipment - Grain quality tests are preformed, recorded & the results printed for our flour customers. (Not yet on internal data network)

Flour Milling Operations & Measurement - Movement of grain & flour, through the milling process, is partially controlled by a series of computers. These computers control most of the process, show status of the system & monitor their performance. (Not yet on internal data network)

IT Capture Notes:

We have no "IT Capture Projects" planned.

We have one full time person in IT & any salary/position info will be in the Agency Budget areas.

Planned Infrastructure Activities and Changes
PLANNED INFRATRUCTURE ACTIVITIES AND CHANGES

Zero User Downtime
Use proactive maintenance procedures and perform this maintenance before/after normal working hours when feasible
(To keep our systems current, updates to hardware & software are installed on a regular basis. Spares are available for hot-swap on many critical elements of our system.)

Provide additional technical expertise & on-call coverage for our IT Department
(We have maintenance agreements with our software vendors & service arrangements to backup the IT Department.)

Protect and Secure the Mill's Information
(We are implementing a 2nd location, mirrored redundancy for our servers.)
Run daily data backups on tape sets that are rotated weekly with off site storage of the previous night's backup
Test the backup sets for reliability on a regular basis
Provide continuous Anti-Virus and Anti-Spam coverage of all workstations and servers with automatic definition updates

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Ongoing documentation updates of our Information Systems with operating, maintenance and disaster procedures for all

Promote Intelligent and Efficient use of our Information Systems
Obtain application and systems training for all users according to their needs
Streamline, automate and consolidate operations when and where possible
(We have an ongoing effort to eliminate paper by, directly or indirectly, feeding captured data into our systems. Our goal is to provide our people with the data they need in a timely manner, while reducing the possibility of errors.)

Continuously Upgrade & Modernize our Information Systems to insure it's continued usefulness
Replace or upgrade obsolete equipment, cabling and software on a regular basis

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 50
   Number of desktops for which you are requesting replacement funding: 25
   Average replacement cost/desktop: 1,500

3. Total number of laptop computers: 4
   Number of laptops for which you are requesting replacement funding: 2
   Average replacement cost/laptop: 3,000
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   54 **5**   0 **6**   0 **7**   0 **8**   0

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	0 **%**
Windows XP	100 **%**
Other	0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
Hardware:
Servers are replaced approximately every 4 years. They are obtained via WSCA contract pricing from HP/Compaq Government Sales.
Workstations (w/monitors) are replaced approximately every 4 years. The old systems are trickled down to lesser use positions. They are obtained via WACS contract pricing from Dell Government Sales Division.
Printers are replaced as needed when worn out. As their useful life is also aproximately 4 years, like the workstations we expect to replace 1/2 of them each biennium. If increased function or speed is needed before the units reach life end, they are trickled down to lesser use positions.

Software:
Op. Sys. software & application software are updated on a regular basis & replaced when a new version is required, clearly has useful improved features or is no longer supported by the vendor. We maintain vendor maintenance agreements on our key application software.

Human assets:

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Training is obtained when needed for IT personnel & users. The IT department is backed up by vendor support & local network & IT service providers.

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IT5310	IT SOFTWARE AND SUPPLIES	$97,300	$102,165	$0	$102,165	$107,273
IT5510	IT EQUIPMENT UNDER $5000	$71,848	$101,048	$0	$101,048	$106,100
IT6020	IT COMMUNICATIONS	$195,000	$204,750	$0	$204,750	$214,988
IT6030	IT CONTRACT SERVICES & REPAIRS	$103,650	$131,650	$0	$131,650	$138,200
	Total Budget:	**$467,798**	**$539,613**	**$0**	**$539,613**	**$566,561**
475	MILL AND ELEVATOR	$467,798	$539,613	$0	$539,613	$566,561
	Total Funding:	**$467,798**	**$539,613**	**$0**	**$539,613**	**$566,561**

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485 WORKFORCE SAFETY AND INSURANCE
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Agency IT Plan Contact Data
Tim Schenfisch
Director of Information Technology
Workforce Safety & Insurance
1600 East Century Ave, Suite 1
Bismarck, ND 58503
Direct Phone (701) 328-5945

Review of Agency's IT Architecture
The IS department currently supports over 300 personal computers and 40 printers. WSI supports and maintains development, test, and production database environments to support the Claims Management System (CMS) and Work Manager (WM) system (developed primarily to support the Injury Services department of WSI) and the Policyholder Information Computer System (PICS) (developed primarily to support the Employer Services department of WSI). The database is running on Oracle 9i which is hosted on IBM AIX version 5.1. Accounting is completed on the Microsoft Great Plains eEnterprise General Ledger application. This application is hosted by WSI on a Windows 2000 server with a SQL 2000 SP3 database. The clients run on WSI Finance Department personal computers.

WSI currently hosts two production applications on a JBoss, with Tomcat, application server internally. WSI currently has seven enterprise applications and the company's Internet web site, hosted at ITD on their Microsoft NT environment running in Active Server Pages (ASP) technology with server-side Visual Basic Script.
The seven enterprise applications are:
1) OEA – Online Employer Application - An application in which employers can access premium and claim loss assessment billing statements and detail, make payments using a credit card, and access certificates of premium payment electronically.

2) OFROI – Online first report of injury - An application in which workers, employers, and medical providers can submit claim information in a step-by-step process. It also allows WSI to receive the claim information faster, which helps speed up claim processing.

3) OPR – Online Payroll Reporting - Online Payroll Reporting.

4) PWP – Preferred Worker Program - An application which serves as a tool to help participating injured (preferred) workers find a job after experiencing a work-related injury. It also provides cost-saving incentives to employers who hire preferred workers.

5) OIR – Online Incident Reporting - An application in which an employer can use to file an incident (i.e., does not seek immediate medical attention making it a claim). If the incident becomes a claim and the incident was reported using this application within a specified period of time, a portion of the employer's assessment for that claim will be waived.

6) Employer Search - An application which can be used to identify whether an associated employer has an open policy with WSI; and

7) Claims Lookup - An application which provides easy access to claim verification information.

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Planned Infrastructure Activities and Changes

The IT Department will provide technology solutions and related services to enable WSI to achieve the following 6 objectives:

Outcome 1: Continue to Develop and Expand Proactive Safety Programs

Outcome 2: Streamline Reporting /Processing

Outcome 3: Improve Communications with North Dakota's Workforce, Employers, Medical community, and WSI employees

Outcome 4: Achieve/Guarantee the Integrity of WSI's Data and Data Systems

Outcome 5: Assure Fund Solvency with Integrity

Outcome 6: Enhance WSI Staff Development

Additionally, the IT dept will provide the highest level of services by:
Investing in technology and developing partnerships that deliver cost effective technology solutions based on business needs;
Providing timely access to high-quality applications and data that are easy for customers to use;
Quickly satisfying the automation needs of WSI, reducing the time between recognizing a need and providing the solution;
Delivering innovative technology solutions within budgeted cost and schedule; and
Creating a collaborative and challenging work environment.

The IT Department's mission is to provide high quality, reliable and cost-effective information management products and services that support the WSI vision and purpose.

The IT Department has developed a set of principles to be used to guide its activities. These principles include:
Guiding Principles
Ensure all strategic IT initiatives support in whole or part the WSI strategic outcomes;
Base technology decisions on business needs;
Understand our customers' perspective and design technology solutions that satisfy their needs;
Provide technology solutions of the highest quality feasible, providing reliable and effective means to deliver organizational services;
Provide accurate, reliable, understandable, and timely information to our customers, constituents, and other stakeholders;
Maintain a work environment that encourages creativity, diversity, teamwork, accountability, continuous learning, enthusiasm, celebration of achievement, and the highest ethical standards.
Technology Principles
Technology initiatives will be analyzed based upon a preference to long-term solutions rather than short-term repairs;

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Preference will be given to commercial-off-the-shelf (COTS) solutions;

Technology solutions that are based on open, non-proprietary platforms will be utilized whenever possible;

Strategic relationships with vendors will be formed when their products are essential;

Systems will be capable of incremental growth;

Technologies will be adopted early only where there is potential for delivering innovative services.

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1. **If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.**
The 09-11 biennial budget increased $3.8 million from the 07-09 biennial budget. IT Projects account for $2.9 million of this increase as described under each of the individual projects. The balance of the increase is mainly comprised of DBA Support, Data Integrity Consulting, Contract Programming -Application Development Support, and ITTP System Hardware Maintenance.

2. **Total number of desktop computers:** 291
   Number of desktops for which you are requesting replacement funding: 81
   Average replacement cost/desktop: 557

3. **Total number of laptop computers:** 57
   Number of laptops for which you are requesting replacement funding: 30
   Average replacement cost/laptop: 1,512
   What state planning region are these desktop/laptop computers located?
   Region 1 1 **2** 4 **3** 0 **4** 4 **5** 9 **6** 1 **7** 38 **8** 0

4. **What percentage of these pcs are running the following operating systems:**
   (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. **What additional expenditures are being paid out of non-appropriated funds?** 0
   Please explain:
   Not Applicable

IT Asset Management Plan

Hardware:

Workforce Safety & Insurance maintains a complete inventory of all hardware, including desktop computers, notebooks, printers and monitors in our Great Plains Asset Management database, in addition to detailed asset inventory and replacement projections within internal documentation maintained by the Utility Services team. WSI's philosophy is a four year replacement cycle for desktop computers, three year replacement cycle on notebook computers, monitors are replaced on an as needed basis. Printers are projected to last at least 5 years, at which time a determination will be made for possible replacement. Desktop computers and notebooks are purchased with a 3-year warranty contract.

Software:

Workforce Safety & Insurance maintains a complete inventory of all purchased desktop software for asset management and license compliance. Enterprise Software that WSI is responsible for, such as Oracle, Filenet, PowerBuilder, AIX Tivoli are covered with maintenance contracts that are typically renewed on a yearly basis. WSI is currently engaged in

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a multi-year system replacement project to replace the majority of its core business applications with a commercial off the shelf system which is projected to have a typical life span of 10 years.

WSI had recently hired a new Human Resource Manager to strengthen its Human Resource department. Following are the policies and efforts WSI puts forth when dealing with its employees.
 Workforce Safety & Insurance
Summary of Recruitment & Hiring Procedures:

The *Staff Request Form SFN 54497* identifies the need to fill a position vacancy and the number of candidates to be selected for an interview. The Staff Request Form is completed and must be signed by an authorized person in the hiring department. The form is to be approved by the Human Resources Director, the Director of Finance, and to the WSI Executive Director/CEO for final approval. Upon final approval by the Executive Director/CEO, the Human Resources Department advertises the vacancy.

Human Resources Department receives applications, enters applicants into an applicant data base, and answers all inquiries regarding the advertised position. Upon closing of the application deadline, the Human Resources Department will determine the applicants who meet the minimum qualifications and will determine the eligibility of those applicants who claim veterans' preference status under *N.D.C.C. 37-19.1*.

The Human Resources Department will then work with the hiring manager to score the applicants who meet the minimum qualifications – veterans' preference points are awarded at this time. The Human Resources Department finalizes a Certificate of Eligibles identifying the applicants to be interviewed and submits this list to the hiring department.

The qualified applicants listed on the Certificate of Eligibles are interviewed. Once a candidate is identified, the Human Resources Department confers with the hiring manager and decides on an offer to be made to the candidate. The Human Resources Department contacts and makes the offer to the candidate and conducts any ensuing negotiations.

Upon an offer being accepted, the Human Resources Department will:
    Send a letter to the candidate confirming their selection.
    Conduct a reference and background check to verify the employment and education histories of the successful candidate.
    Notify all other candidates in writing that they were not the successful candidate.

*Notices will be sent by certified mail to applicants who qualify for veterans' preference points *(N.D.C.C. 37-19.1-04.1)*.

The process will be closed and the Human Resources Department will complete a form located on the Intranet which will automatically notify the Helpdesk, Finance, Facilities, and the department supervisor by email that a candidate has been hired. This will trigger actions by each of these areas with regard to preparing and welcoming a new employee.

WSI retention efforts for IT employees include providing:
    a fair wage;
    opportunities for relevant continuing education in IT;
    challenging work projects; and
    employment stability.

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Currently, the WSI IS department is comprised of the following twenty-two employees.

(8) Software Engineers

(3) Business Analysts

(1) Project Manager

(2) Database Administrator

(1) System Administrator

(1) Systems Analyst

(1) IT Technician

(1) Help Disk Technician

(3) Supervisors

(1) Director

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$2,497,200	$0	$2,497,200	$0
IT5111	ADDITIONAL SALARIES	$2,295,598	$0	$0	$0	$0
IT5160	FRINGE BENEFITS	$0	$777,564	$0	$777,564	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$674,340	$0	$0	$0	$0
IT5310	IT SOFTWARE AND SUPPLIES	$827,906	$1,507,646	$0	$1,507,646	$0
IT5510	IT EQUIPMENT UNDER $5000	$217,750	$184,900	$0	$184,900	$0
IT6010	IT DATA PROCESSING	$648,000	$720,000	$0	$720,000	$0
IT6020	IT COMMUNICATIONS	$496,676	$582,550	$0	$582,550	$0
IT6030	IT CONTRACT SERVICES & REPAIRS	$165,310	$618,800	$0	$618,800	$0
	Total Budget:	**$5,325,580**	**$6,888,660**	**$0**	**$6,888,660**	**$0**
213	WORKMENS COMPENSATION FUND 213	$5,325,580	$6,888,660	$0	$6,888,660	$0
	Total Funding:	**$5,325,580**	**$6,888,660**	**$0**	**$6,888,660**	**$0**

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Project: 1 Claims and Policy System Replacement

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Agency Priority - 1   **Project Type:** Application replacement   **Age of Current Application:** 10

Project description

Replacing the existing claims management system (CMS), policy information computer system (PICS), work flow management system (Work Manager), and other interfacing sub-systems, with a more up-to-date and comprehensive package.

Briefly describe the business need or problem driving the proposed project.

WSI internal and external stakeholders are increasing their requests for more functionality (as evidenced by usage of online reporting), while demanding that the information be safe and secure. Additionally, individuals and business owners are requesting streamlined methods of dealing with WSI to improve their own efficiencies. WSI's IS staff spends the majority of its time fixing and enhancing existing systems and interfaces, leaving little time for supporting new WSI strategic initiatives.

Describe how the project is consistent with the organizations mission.

This project is part of WSI's comprehensive Information Technology Transformation Program (ITTP). The ITTP supports all six outcomes of WSI's strategic plan, discussed in WSI's agency overview.

Describe the anticipated benefits of the project and who will derive the benefits.

ITTP will provide a number of benefits to WSI. Some of the specific benefits include:
- Reduced claims costs;
- Reduced operating and maintenance costs;
- Improved customer service;
- Speedier processing of benefits;
- More reliable data, with better analytical capabilities;
- Improved productivity and workflow management;
- Improved system scalability, flexibility and adaptability to emerging trends.

Describe the impact of not implementing the project.

Potentially, the single biggest risk for WSI is to not proceed with ITTP. Without applications built on platforms that are capable of meeting current and changing business needs, WSI will continue to fund efforts to maintain a system that needs replacement, and delay defined customer service enhancements and operational efficiencies.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

WSI will face a variety of risks during the execution of the ITTP. These risks can generally be divided between technology risks and project risks. Examples include:

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- Technology Risks
¿ System capability
¿ Functionality gaps
¿ Technical infrastructure
¿ System architecture
¿ Security
¿ System maintenance and supportability
¿ Expandability
- Project Risks
¿ Cost
¿ Schedule
¿ Unclear requirements and scope creep
¿ Excessive customization
¿ Data conversion problems
¿ Availability

Describe the additional costs?
Additional costs include reallocation cost.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $1,550,000
Optional Project Costs - $0
Total Project Cost? -   **$7,550,000**
Tot Proj Costs + Optionals -   **$7,550,000**

What additional expenditures are being paid out of non-appropriated funds?
Not applicable

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IT5310	IT SOFTWARE AND SUPPLIES	$2,035,000	$802,513	$0	$802,513	$0
IT5510	IT EQUIPMENT UNDER $5000	$0	$700,000	$0	$700,000	$0
IT6030	IT CONTRACT SERVICES & REPAIRS	$9,634,000	$4,497,487	$0	$4,497,487	$0
IT6930	IT EQUIPMENT OVER $5000	$675,000	$0	$0	$0	$0
	Total Budget:	**$12,344,000**	**$6,000,000**	**$0**	**$6,000,000**	**$0**
213	WORKMENS COMPENSATION FUND 213	$12,344,000	$6,000,000		$6,000,000	$0
	Total Funding:	**$12,344,000**	**$6,000,000**	**$0**	**$6,000,000**	**$0**

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Project: 2   **Web Portal**

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Agency Priority - 2   **Project Type:** New initiative

Project description

Developing a single point of entry, a consistent look and feel, and a cohesive method of connectivity for WSI systems, staff, and stakeholders.

Briefly describe the business need or problem driving the proposed project.

The primary goals of the Web Portal project are:

• Provide an easy-to-use, secure single point of entry as the delivery mechanism for all business information services;

• Provide the ability for stakeholders to subscribe to specific types of content and services, and allow users to customize the look and feel of their environment;

• Expand methods of communication and collaboration by stakeholders via multiple channels such as instant messaging and online threaded discussions

Describe how the project is consistent with the organizations mission.

This project is part of WSI's comprehensive Information Technology Transformation Program (ITTP). The ITTP supports all six outcomes of WSI's strategic plan.

Describe the anticipated benefits of the project and who will derive the benefits.

The Web Portal will become the entry point into a suite of online services offered by WSI to its stakeholders, including employers, claimants and medical providers. It will also be used as the method to provide single sign-on access for WSI employees to various WSI systems, including the ND Integrated Workers Compensation System, CRM and the data warehouse.

Describe the impact of not implementing the project.

Potentially, the single biggest risk for WSI is to not proceed with ITTP. Without applications built on platforms that are capable of meeting current and changing business needs, WSI will continue to fund efforts to maintain a system that needs replacement, and delay defined customer service enhancements and operational efficiencies.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

WSI will face a variety of risks during the execution of the ITTP. These risks can generally be divided between technology risks and project risks. Examples include:

• Technology Risks

¿ System capability

¿ Functionality gaps

¿ Technical infrastructure

¿ System architecture

¿ Security

¿ System maintenance and supportability

¿ Expandability

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- Project Risks
- ¿ Cost
- ¿ Schedule
- ¿ Unclear requirements and scope creep
- ¿ Excessive customization
- ¿ Data conversion problems
- ¿ Availability

Describe the additional costs?
Additional costs are the reallocated cost.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -	$240,000
Optional Project Costs -	$0
Total Project Cost? -	**$1,740,000**
Tot Proj Costs + Optionals -	**$1,740,000**

What additional expenditures are being paid out of non-appropriated funds?
Not applicable

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$150,000		$0	$0	$0
IT5510	IT EQUIPMENT UNDER $5000	$0		$0	$0	$0
IT6030	IT CONTRACT SERVICES & REPAIRS	$576,250	$1,500,000	$0	$1,500,000	$0
IT6930	IT EQUIPMENT OVER $5000	$50,000	$0	$0	$0	$0
	Total Budget:	**$776,250**	**$1,500,000**	**$0**	**$1,500,000**	**$0**
213	WORKMENS COMPENSATION FUND 213	$776,250	$1,500,000	$0	$1,500,000	$0
	Total Funding:	**$776,250**	**$1,500,000**	**$0**	**$1,500,000**	**$0**

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Project: 3   Data Warehouse

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Agency Priority - 3   **Project Type:** New initiative

Project description
A data warehouse is a database geared towards the business intelligence requirements of an organization. Data warehouses integrate data at regular intervals from distributed and differently structured databases in a manner designed specifically for efficient data analysis and reporting using common querying tools. This tool works to better organize, analyze, understand, and report WSI's business operations and trends.

Briefly describe the business need or problem driving the proposed project.
The goals of the Data Warehouse project are:
•   Creation of a separate data repository to facilitate analysis and reporting activities including analyzing historical trends, performing statistical analysis, and measuring key performance indicators;
•   Provide enhanced reporting performance by off-loading intensive reporting activities to the data warehouse;
•   Facilitate comparison and analysis of internal data sources and external data sources in a single system.

Describe how the project is consistent with the organizations mission.
This project is part of WSI's comprehensive Information Technology Transformation Program (ITTP). The ITTP supports all six outcomes of WSI's strategic plan.

Describe the anticipated benefits of the project and who will derive the benefits.
The various employees and departments within WSI will have differing needs related to the information in the data warehouse. These range from using standard reports generated at fixed times or on request, to in depth manipulation and correlation of data for analytic purposes. The data warehouse design will consider all of the various user roles and their access, data analysis, and reporting requirements and preferences.

Describe the impact of not implementing the project.
Potentially, the single biggest risk for WSI is to not proceed with ITTP. Without applications built on platforms that are capable of meeting current and changing business needs, WSI will continue to fund efforts to maintain a system that needs replacement, and delay defined customer service enhancements and operational efficiencies.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Data warehouse projects are complex, risky and often over budget. To mitigate these issues, WSI will utilize a specialized consulting firm for the design, development and implementation of the data warehouse.   A specific potential risk to a data warehouse is incorrect or "dirty" data. WSI will place significant emphasis on data integrity well prior to implementing a data warehouse.

Describe the additional costs?

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No additional costs.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs - $0
Total Project Cost? - **$0**
Tot Proj Costs + Optionals - **$0**

What additional expenditures are being paid out of non-appropriated funds?
Not applicable.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$150,000	$0	$0	$0	$300,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$633,750	$0	$0	$0	$1,267,500
IT6930	IT EQUIPMENT OVER $5000	$50,000	$0	$0	$0	$100,000
	Total Budget:	**$833,750**	**$0**	**$0**	**$0**	**$1,667,500**
213	WORKMENS COMPENSATION FUND 213	$833,750	$0	$0	$0	$1,667,500
	Total Funding:	**$833,750**	**$0**	**$0**	**$0**	**$1,667,500**

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Project: 4 Customer Relationship Model

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Agency Priority - 4   **Project Type:** New initiative

Project description

Implementing a state-of-the-art tool to better manage stakeholder information and contacts, improving customer service and WSI productivity.

Briefly describe the business need or problem driving the proposed project.

The goals of the CRM project are:

• Improve overall stakeholder service by providing better tools and more comprehensive information to WSI staff about the workers, employers, and service providers with whom they interact;

• Facilitate increased self-service by exposing more information and improved functions to stakeholders via the online web portal;

• Provide WSI management with improved methods for tracking and reporting metrics to assess service performance

Describe how the project is consistent with the organizations mission.

This project is part of WSI's comprehensive Information Technology Transformation Program (ITTP). The ITTP supports all six outcomes of WSI's strategic plan.

Describe the anticipated benefits of the project and who will derive the benefits.

At WSI, the primary purpose of the CRM system will be to better support stakeholder and administrative requests for data and services. Among the other primary features will be the ability to automatically identify stakeholders using the call center interface and track their interaction with stakeholder service representatives. Security permitting, CRM can also track and fulfill external web-generated requests for information.

Describe the impact of not implementing the project.

Potentially, the single biggest risk for WSI is to not proceed with ITTP. Without applications built on platforms that are capable of meeting current and changing business needs, WSI will continue to fund efforts to maintain a system that needs replacement, and delay defined customer service enhancements and operational efficiencies.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

WSI will face a variety of risks during the execution of the ITTP. These risks can generally be divided between technology risks and project risks. Examples include:

• Technology Risks

¿ System capability

¿ Functionality gaps

¿ Technical infrastructure

¿ System architecture

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Project: 4 Customer Relationship Model

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- ¿ Security
- ¿ System maintenance and supportability
- ¿ Expandability
- • Project Risks
- ¿ Cost
- ¿ Schedule
- ¿ Unclear requirements and scope creep
- ¿ Excessive customization
- ¿ Data conversion problems
- ¿ Availability

Describe the additional costs?
No additional costs.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -
Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?
Not applicable

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IT5310	IT SOFTWARE AND SUPPLIES	$0	$0	$0	$0	$300,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$0	$0	$1,267,500
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$0	$0	$100,000
	Total Budget:	**$0**	**$0**	**$0**	**$0**	**$1,667,500**
213	WORKMENS COMPENSATION FUND 213	$0	$0	$0	$0	$1,667,500
	Total Funding:	**$0**	**$0**	**$0**	**$0**	**$1,667,500**

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Project: 5 Claims BackScanning

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Agency Priority - 1   **Project Type:** Ongoing initiative

Project description

This project will provide for the scanning of claim related information into the claims management system that is currently stored as paper documentation

Briefly describe the business need or problem driving the proposed project.

When WSI implemented Work Manager and electronic document imaging in 1995, a decision was made to only scan 1995 claims forward. Claim related information prior to 1995 is in paper form only and is stored off site in secured storage. There is a need for users that access claim information to access this information in a timely manner. In addition, there are operational costs incurred for the off-site secured storage of the paper information.

Describe how the project is consistent with the organizations mission.

This project adds additional medical claim information into the claims system that would be in support of WSI's comprehensive Information Technology Transformation Program (ITTP). The ITTP supports all six outcomes of WSI's strategic plan.

Describe the anticipated benefits of the project and who will derive the benefits.

The additional claim information added into the claim management system will assist any personnel that are involved in the processing and analyzing injured worker claims. The benefit of this is claim resolution for the injured worker in a more efficient and timely manner.

Describe the impact of not implementing the project.

The additional information will not be available to the claims personnel resulting in in-efficiencies and increased claim processing time.
The additional information will not be available to the claims personnel resulting in in-efficiencies and increased claim processing time.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

WSI will face a variety of risks during the execution of enhancement projects. These risks can generally be divided between technology risks and project risks.

Examples include:

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- Technology Risks
¿ System capability
¿ Technical infrastructure
¿ System architecture
¿ Security
¿ System maintenance and supportability
¿ Expandability
- Project Risks
¿ Cost
¿ Schedule
¿ Unclear requirements and scope creep
¿ Availability of resources
¿ Organizational change
¿ Staff skills gaps

Describe the additional costs?
Additional costs are reallocation cost.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $15,000
Optional Project Costs - $0
Total Project Cost? -   **$365,000**
Tot Proj Costs + Optionals -   **$365,000**

What additional expenditures are being paid out of non-appropriated funds?
Not applicable

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$350,000	$0	$350,000	$0
	Total Budget:	**$0**	**$350,000**	**$0**	**$350,000**	**$0**
213	WORKMENS COMPENSATION FUND 213	$0	$350,000	$0	$350,000	$0
	Total Funding:	**$0**	**$350,000**	**$0**	**$350,000**	**$0**

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Agency Priority - 1   **Project Type:** New initiative

Project description

Use additional capabilities of Filenet P8 in support of the business applications of WSI.

Briefly describe the business need or problem driving the proposed project.

WSI is implementing software to replace its core business applications. WSI has identified gaps as required for initial implementation of this software that will use components of Filenet P8. Additional gaps were identified as future desired functionality, and those gaps were considered out of scope of the initial project. This project will cover the additional functionality of Filenet P8 that was considered out of scope. Examples include taking advantage of using eForms in additional business a

Describe how the project is consistent with the organizations mission.

This project adds additional capabilities that are in support of WSI's comprehensive Information Technology Transformation Program (ITTP). The ITTP supports all six outcomes of WSI's strategic plan.

Describe the anticipated benefits of the project and who will derive the benefits.

The goal of enterprise content management is to achieve operational efficiencies and compliance. The information should be readily available in electronic form, from where it can be instantly viewed, updated and shared with authorized users. Leveraging the full capabilities of Filenet P8 will allow users of WSI's business systems to achieve operational efficiencies and compliance.

Describe the impact of not implementing the project.

The risk of not implementing this project is that WSI will not be able to leverage the additional functionality to further automate processes for content capture and storage and improve the effectiveness of its business processes.

In addition, WSI will lose the opportunity to create a fully automated and reliable information management solution.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

WSI will face a variety of risks during the execution of enhancement projects. These risks can generally be divided between technology risks and project risks.

Examples include:
• Technology Risks
¿ System capability

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¿ Technical infrastructure
¿ System architecture
¿ Security
¿ System maintenance and supportability
¿ Expandability
• Project Risks
¿ Cost
¿ Schedule
¿ Unclear requirements and scope creep
¿ Availability of resources

Describe the additional costs?
Additional costs are reallocation cost.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $145,000
Optional Project Costs - $0
Total Project Cost? -   **$1,095,000**
Tot Proj Costs + Optionals -   **$1,095,000**

What additional expenditures are being paid out of non-appropriated funds?
Not applicable

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$950,000	$0	$950,000	$0
	Total Budget:	**$0**	**$950,000**	**$0**	**$950,000**	**$0**
213	WORKMENS COMPENSATION FUND 213	$0	$950,000	$0	$950,000	$0
	Total Funding:	**$0**	**$950,000**	**$0**	**$950,000**	**$0**

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504   HIGHWAY PATROL

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Project: **Infrastructure**

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Agency IT Plan Contact Data

Carrie Oswald

IT Manager

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Review of Agency's IT Architecture

Our infrastructure consists of regular phone and cell phones costs, software, and regular data processing charges.

Phone/Cell Phone:

Regular phone and long distance services are provided to us by ITD using the state meridian system. Our cell phone services are provided by Alltel and Verizon under state contract. Currently, we have 21 Blackberry devices distributed to staff officers, regional commanders, and one civilian staff member. We also have 56 regular cell phones issued to district sergeants, federal program personnel, executive security personnel, pilot, 8 MDUG members, 2 canine handlers and on-call IT staff.

Software:

The HP runs several types of specialized software packages that have yearly updates and/or maintenance agreements. One of the main packages is for accident reconstruction. This software is used by our officers to diagram serious accidents. Each of our 8 region offices has at least one reconstructionist on staff. Other specialized software packages include Premier MDC, Hazmat Loader, and PCMiler.

--Premier MDC is our mobile data application that provides our troopers with car-to-car messaging, NCIC, Drivers License, Motor Vehicle, and HP RMS information. The vendor responsible for maintenance is Motorola, maintenance is paid on a yearly basis on a per license basis.

--Hazmat Loader provides detailed information on placards and other Hazmat related information. The vendor of Hazmat Loader is RegScan.

The Highway Patrol utilizes Microsoft Office for our desktop application suite. Currently, we have 30% converted to Office 2007.

Regular Data Processing:

Regular data processing is defined as all monthly on-going charges billed to us by ITD, excluding special programming projects.

Networking and application hosting are the most significant costs. Each of our 9 offices are equipped with a T-1 line for access to the network. During the 09-11 biennium, the Highway Patrol will be increasing the number of T-1 lines into our larger offices located in Bismarck, Fargo, Grand Forks, and Minot. This is needed to help bandwidth issues due to digital video use. During the 09-11 biennium, the agency will also be adding NDGOV accounts for all of our sworn officers.

ITD hosts and maintains several applications for the Highway Patrol.
1. Daily Activity System: This system provides a detailed record of each officer's activities. It tracks the amount of time worked during the shift, the number of specific activities done such as equipment weighed, overtime, leave time, and mileage. Several automated processes are associated with this application: mileage is submitted to NDDOT for billing, and overtime and leave time are sent to Peoplesoft. Data entry for this system is done by the troopers via mobile data.
2. Case Management System: This system tracks citations, field contacts, and case/incidents. Access to this system by the troopers is done via mobile data. With the use of

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this system, we are able to have a completely electronic traffic stop. From January 1, 2007 – December 31, 2007 the Highway Patrol completed 97% of their citations online. This system also sends citations each day for the Supreme Court thus eliminating duplicate data entry. In return, the court sends a disposition file back to update the status of each citation.

3. E-Permits: This is a web-based system for the sale of Oversize/Overweight permits. We offer several permit types online. In 2007, the e-permit system issued 6,985 permits to the trucking industry, with revenue of $436,032.
4. Web-citations: This system was designed for use by the States Attorney's and the clerks of court to inquire on any citations done by the Highway Patrol.
5. Web-schedules: This system was designed for use by State Radio and Clerks of Court to inquire on work schedules of Highway Patrol Troopers.
6. Receipts/Permits: This POS (Point of Sale) system is utilized by our Permits Office for the sale of permits. Some permit types are not available on-line and can be purchased over the phone. This system also tracks data entry permits sold in the field. In 2007, this system (excluding E-permits) sold 46,505 permits with revenue of $4,032,255.36.

An increase in data processing funding has also been identified for on-going programming of the above systems. However, these updates are not large enough to be broken out as projects.

Planned Infrastructure Activities and Changes

The NDHP has planned several activities that affect the current infrastructure.

Additional Network Resources

The first change includes expanding our 9 current T-1 network connections to 13. A second T-1 will be added to Minot, Fargo, Bismarck, and Grand Forks. During the 07-09 biennium, a portion of our digital in-car video project included servers for storage and retrieval of criminal videos. Since deploying the servers, several offices have seen a significant decrease in bandwidth. Approximately $80,000 is needed to accomplish this activity.

Digital Photography

The NDHP currently utilizes 35mm cameras for crash investigation photos. During the 07-09 biennium, specialized digital cameras were purchased for our accident reconstructionists, with the plan to provide digital cameras to each of our troopers. In doing so, we are estimating an increase in data storage to retain these photos for 7 years. Approximately $25,000 is needed to accomplish this activity.

System Development

Three needs have been identified for the 09-11 biennium:

1) Expansion of E-Permits: The agency would like to roll-out two new types of permits for purchase on-line. The first type being Oversize. This is our largest permit type. Approximately $22,000 is needed for development.

2) Enhanced Reporting: The agency would like to develop several ad-hoc reports in each of our 3 main systems. This will allow our personnel easy access to the data being collected. Approximately $10,000 is needed for development.

3) GPS Data: The agency is acquiring a GPS unit for each patrol vehicle. To accurately track incidents and crashes we will need to add the ability to store this information into

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our Case Management System, as well as utilize the data in State Radio's CAD application. Approximately $17,000 is needed for development of the storage, reporting, and collection of GPS data.

Projects

Both the Broadband Wireless and Cell Phone expansion projects will be changes to our infrastructure.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

The NDHP is showing an increase in basic Data Processing costs due to ITD rate increases in several areas including technology fee, shared file and print services and application hosting. In the 07-09 biennium the NDHP implemented digital video in the patrol vehicles. The additional network traffic for storage and retrieval of these videos has adversely affected the bandwidth in the larger NDHP offices. To help combat these issues a second T-1 is planned.

2. Total number of desktop computers: 81
   Number of desktops for which you are requesting replacement funding: 40
   Average replacement cost/desktop: 1,350

3. Total number of laptop computers: 163
   Number of laptops for which you are requesting replacement funding: 72
   Average replacement cost/laptop: 4,200

What state planning region are these desktop/laptop computers located?

Region 1   17 **2**   25 **3**   17 **4**   29 **5**   30 **6**   18 **7**   90 **8**   18

4. What percentage of these pcs are running the following operating systems:
            (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	2 %
Windows XP	98 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan

Our asset management includes PC, Mobile Data laptop, and printer replacement.

PC/Mobile Data Laptop Replacement

The NDHP operates and maintains 81 networked PCs and 163 non-networked mobile data laptops. Our computers are scattered across the state in 46 separate locations. We have established a 4-year replacement cycle on all of our computers and laptops. During the 09-11 biennium the HP will be replacing half of the PCs and half of the laptops. The average cost per PC is estimated at $1350; this includes both office automation and power user machines. The majority are classified as power user machines. The average cost per laptop is $4200; these laptops would fall into the custom category as they are ruggedized for use in extreme temperatures and environments. Touch screen and backlit keyboard functionality is also important for officer safety. The Highway Patrol has been using the Panasonic Toughbooks for 10 years and the agency has seen only a handful of issues. This is critical to maintaining a 24X7 working environment.

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Printers

The HP operates 3 types of printers: Laser, Photo Inkjet, and Thermal. Laser printers have a 7-year replacement cycle, Photo Inkjet a 4-year replacement cycle, and the Thermal car printers have an 8-year replacement cycle. During the 09-11 biennium the HP will replace 1 large laser printer at our HQ office and 2 photo inkjets.

Software

The HP runs several types of specialized software packages that have yearly updates and/or maintenance agreements. The HP stays within one version of the latest software release.

--Accident Reconstruction. This software is updated every three years.

--Premier MDC is our mobile data application that provides our troopers with car-to-car messaging, NCIC, Drivers License, Motor Vehicle and HP RMS information. The vendor responsible for maintenance is Motorola; maintenance is paid on a yearly basis on a per license basis.

--Hazmat Loader provides detailed information on placards and other Hazmat related information. The vendor of Hazmat Loader is RegScan.

The Highway Patrol utilizes Microsoft Office for our desktop application suite. Currently we have 30% converted to Office 2007. New office packages are released with new computers unless the packages have incorporated new technologies that are vital to our business process.

Human IT Assets

The NDHP has four full time employees in the IT department. This is the result of gradual employee increases over a twelve year period. The employee provisions provided are identical for all full time employees of the Highway Patrol. The following is from the Recruitment Selection Manual of the NDHP:

It is now, and has been, the policy of the NDHP to provide equal employment opportunities for all qualified applicants without regard to race, color, national origin, sex, religion, age or disability except as provided by law or on a bona fide occupational qualification. The NDHP complies with the provisions of the North Dakota Human Rights Act.

The NDHP is committed to basic principles that create an efficient, effective, and fair pre-employment selection process that will result in the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for an effective and respected agency.

The NDHP is responsible for enforcing the provisions of the laws of the state relating to the protection and use of the highways in the state and the operation of motor and other vehicles upon such highways. Troopers are empowered to furnish police protection, to render first aid to the injured, and provide assistance when called upon. The NDHP also has the authority to prevent crime and to pursue and apprehend violators.

The NDHP is committed to providing the best service to the people of the state of North Dakota. Only through the selection and retention of the most qualified personnel are we able to continue to provide this service.

The NDHP's commitment to aggressive recruitment will provide a pool of available applicants that is representative of the approximate proportion of the makeup of the available workforce in the state of North Dakota.

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A.   Recruitment Posture

The continuing viability and success of the NDHP, and more particularly, the uniformed division and the Commercial Motor Carrier Division will be based, to a large extent in future years, on the recruitment, hiring, schooling and retention of new employees. To this end, the NDHP proposes modification of their ongoing Recruitment Program by the assignment of employees throughout the state whose responsibility will be to work in a coordinated program of outreach for the purposes of attracting qualified applicants; providing any needed follow up on prospects; and to increase effectiveness in the hiring and retention of personnel, particularly, protected class group members.

The overall objective of the Recruitment Program will be to establish and maintain an adequate pool of qualified applicants for both sworn and non-sworn positions, and to achieve all goals of the Affirmative Action Plan which apply to the NDHP.

B.   Commitment

1.   The Superintendent and staff of the NDHP restate a commitment to a policy of providing equal employment opportunities to all qualified applicants. This commitment will be presented to all employees of the NDHP by appropriate methods of communication and in a timely fashion. The personal commitment and dedication of those personnel who will be intimately involved on a day-to-day basis in the recruitment of employees will be obtained to ensure success in reaching desired goals.

2.   The Recruitment/Selection Manual is to be kept current and on file in the Administrative Services Division and regional offices. This manual outlines the order of events in the NDHP recruitment/selection process.

II.   WORKPLACE DIVERSITY PLAN

A.   The Workplace Diversity Plan has been developed with the assistance of the Attorney General's legal staff. It follows the guidelines established by North Dakota. Refer to the current Workplace Diversity Plan for information on the Equal Employment Opportunity Plan and Affirmative Action Plan.

B.   To minimize adverse impact in the NDHP selection process, it is the intent of the department to increase recruitment in minority areas and follow our Affirmative Action Plan. Refer to the "Workplace Diversity Plan" prepared by the NDHP.

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IT5110	SALARIES - PERMANENT	$0	$298,224	$0	$298,224	$0
IT5120	SALARIES - OTHER	$286,000	$0	$0	$0	$300,000
IT5160	FRINGE BENEFITS	$0	$98,396	$0	$98,396	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$94,000	$0	$0	$0	$100,000
IT5310	IT SOFTWARE AND SUPPLIES	$166,000	$50,000	$0	$50,000	$50,300
IT5510	IT EQUIPMENT UNDER $5000	$386,000	$386,000	$0	$386,000	$386,500
IT6010	IT DATA PROCESSING	$546,000	$802,000	$0	$802,000	$802,000
IT6020	IT COMMUNICATIONS	$198,000	$198,000	$0	$198,000	$198,000
	Total Budget:	**$1,676,000**	**$1,832,620**	**$0**	**$1,832,620**	**$1,836,000**
001	STATE GENERAL FUND	$1,424,000	$1,560,060	$0	$1,560,060	$1,561,000
400	HIGHWAY TAX DISTRIBUTION FUND - 400	$214,000	$234,560	$0	$234,560	$237,000
P016	MTR CARRIER SAFETY ASSISTANCE PROGR	$30,000	$30,000	$0	$30,000	$30,000
P220	BORDER INSPECTION PROGRAM	$4,000	$4,000	$0	$4,000	$4,000
P221	NEW ENTRANT PROGRAM	$4,000	$4,000	$0	$4,000	$4,000
	Total Funding:	**$1,676,000**	**$1,832,620**	**$0**	**$1,832,620**	**$1,836,000**

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Project: 1 **Broadband Wireless Access to Mobile Data**

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Agency Priority - 1   **Project Type:** Major enhancement/upgrade

Project description

Cellular aircards will be purchased for each patrol vehicle. The technology will provide each trooper with secure broadband wireless access to complete roadside reports, query the Criminal Justice Information Sharing (CJIS) system, and receive photographs about Amber Alerts, wanted suspects and other law enforcement information. The system would also allow access to our file server and secure department intranet.

Briefly describe the business need or problem driving the proposed project.

The NDHP has been using mobile data for 10 years. The current system operates at 19.2 kbs; this speed is adequate for text-based mission critical applications such as Premier MDC. However, it does not work very well with our Case Management system and does not allow for the efficient receipt of photographs. The NDHP needs to access the CJIS portal from patrol vehicles. More and more state and federal data has become available for law enforcement use but requires broadband speed.

Describe how the project is consistent with the organizations mission.

The mission of the NDHP is to make a difference every day by providing high quality law enforcement services to keep North Dakota safe and secure. This project will give the troopers more timely information allowing them to better serve the public.

Describe the anticipated benefits of the project and who will derive the benefits.

There are several benefits to implementing this project such as officer safety, more efficient patrol stops, download of video and increased communication. The increased bandwidth will provide our road troopers with greater and faster access to information systems. With more information the officer is able to mitigate risks in a situation. With the current system an average traffic stop is approximately 10 minutes. In the testing of the cellular broadband solution, traffic stops were

Describe the impact of not implementing the project.

Without implementing Broadband access to our patrol vehicles, the HP will continue to struggle with keeping our Case Management System accessible in the vehicle. The technology currently being used is older and challenges are beginning to show. 97% of our citations are completed on-line in the vehicle; if a new solution is not found, there may be a need to hire a data entry technician. Due to our geographic locations across the state wireless hot spots are not feasible as the coverage would

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

One risk identified is coverage. The cellular data coverage statewide has not been tested in all areas. It has been our experience with regular cell phones that different providers have better coverage in areas not covered by the other carrier. To reduce this risk a few aircards from both carriers would be procured and a coverage analysis would be completed to determine the best carrier in all of our areas. It is feasible that aircards would be selected using both vendors.

Describe the additional costs?

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No additional costs

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs - $0

Total Project Cost? - **$0**

Tot Proj Costs + Optionals - **$0**

What additional expenditures are being paid out of non-appropriated funds?

N/A

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IT6020	IT COMMUNICATIONS	$0	$170,000	$0	$170,000	$0
	Total Budget:	**$0**	**$170,000**	**$0**	**$170,000**	**$0**
001	STATE GENERAL FUND	$0	$148,000	$0	$148,000	$0
400	HIGHWAY TAX DISTRIBUTION FUND - 400	$0	$22,000	$0	$22,000	$0
	Total Funding:	**$0**	**$170,000**	**$0**	**$170,000**	**$0**

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Agency Priority - 2   **Project Type:** Major enhancement/upgrade

Project description
This project will equip all of the sworn officers with cell phones. The NDHP currently issues cell phones for special assignments only. The need to issue the phones to all sworn officers has grown.

Briefly describe the business need or problem driving the proposed project.
Communication is an essential part of NDHP operations. Over the course of the last couple of years the one-way paging technology has been phased out. Cell phone deployment will enhance administrative communications.

Describe how the project is consistent with the organizations mission.
The mission of the NDHP is to make a difference every day by providing high quality law enforcement services to keep North Dakota safe and secure. The deployment of cell phones will increase communications between troopers and first-line supervisors as well as the public.

Describe the anticipated benefits of the project and who will derive the benefits.
The benefit of having each officer equipped with a cell phone is enhanced department-wide communications.

Describe the impact of not implementing the project.
The impact of not implementing cell phone technology would create a need to research and implement new paging technologies.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
No risks identified

Describe the additional costs?
No additional costs

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? - $0
Tot Proj Costs + Optionals - $0

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What additional expenditures are being paid out of non-appropriated funds?
N/A

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IT6020	IT COMMUNICATIONS	$0	$82,000	$0	$82,000	$0
	Total Budget:	**$0**	**$82,000**	**$0**	**$82,000**	**$0**
001	STATE GENERAL FUND	$0	$72,000	$0	$72,000	$0
400	HIGHWAY TAX DISTRIBUTION FUND - 400	$0	$10,000	$0	$10,000	$0
	Total Funding:	**$0**	**$82,000**	**$0**	**$82,000**	**$0**

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Agency IT Plan Contact Data
North Dakota Department of Corrections
Planning contact: David M. Huhncke, Director Information Systems
  Telephone: 328-6361
  E-mail :   dhuhncke@state.nd.us

Review of Agency's IT Architecture
Prior to January 1996 the Department of Corrections had very limited access to computers and network operations.   The field services division (parole and probation) used a small isolated local area network that allowed limited access to all but a few field service staff.   Field services developed a Dos based program that would track offenders under their supervision and provide a means to manage officer workloads.   All status changes were sent via floppy disk to the Field Service Central Office for uploading into the central database.   The information contained in the field service database was not current (real time) since the means to update relied on the floppy disk via the mail from all regional field service offices.

The penitentiary managed inmate populations using a proprietary sys called AIMS.   The system was reliable but was very difficult to extract information into a workable format. The cost of the system was also very expensive to maintain.

In January 1996 the department hired a data processing coordinator who begun the task of revamping the agencies infrastructure.   No improvements to the agencies technology base could be started until new network wiring was in place to support such endeavors.   Infrastructure work lasted for much of the first year, after which work began on rewriting the current field service system into a real-time database system using state of the art thin client technology.   Infrastructure work continued with the wiring of all field service offices so they could connect to the new Department of Corrections Subject Tracking and Reporting System (DOCSTARS).   DOCSTARS was designed and developed in-house by the agency.

DOCSTARS has undergone many revisions and is field service's core business system.   The system also provides the Bureau of Criminal Investigation (BCI) with daily information on offenders supervised by field services.   The DOCSTARS data is forwarded by BCI through state radio so local police and the highway patrol have immediate access to current parole and probationer information.   The system provides the root data for parole board and victims compensation sub systems.

It would be impossible to cover all the advancements in technology the DOC has accomplished but the following is a short list of the most important accomplishments:

1996 – present
Infrastructure improvements in the areas of network wiring for all adult and youth institutions.

1996 – present
The agency as a whole services over 575 pc computer connections across the state and has a dedicated I.T. support staff of four.

1997 – 1998

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DOCSTARS is developed and replaces the old Dos based field service system and provides for real time input of data from all field service offices across the state.

1997 – 1998
In-house developed Victims Compensation Tracking System.

1999
Replacement of the inmate management system (AIMS) with a state of the art Web based offender management system. The new system ITAG is online and provides offender management for all institutions including both Youth/Community and Adult divisions.

2000
Doc Intranet, which provides for a host of activities and resources including ftp services for downloading data to parole board members.   Hosts reporting sub-system for delivering custom reports via the web.

2000
In-house developed Victims Notification System.

2001
In-house developed inmate property system that manages all property for all adult institutions.

2001
In-house developed Juvenile Services Case Manager Time Management System

2002
Video Conferencing between DOC and JRCC (James River Corrections) telemedicine between med center one and penitentiary in work.

2002 to Present
MOMS (Mobile Offender Management System):
 A system was developed in-house to allow parole officers to take critical offender information with them in the field on their laptops.   MOMS provides officers with the means to catalog and store offender information while on patrol.   Field officers are more productive since MOMS allows officers access to offender data no matter where they are and do not have to be in the office to get their administrative work done. Greater public safety is provided by having officers in the field supervising and monitoring probationers and paroles including sex offenders.

IEMS (Institution Energy Management System):
IEMS is a automated Energy Management System that provides management of most all facility infrastructure systems i.e. (boilers,heating and cooling,water,security,backup generators etc..)   The system allows maintenance to access energy management systems at NDSP,MRCC and JRCC from maintenance workstations. The energy management system project shares its success with the installation of a network fiber backbone being installed at JRCC.

The manual means of managing and maintaining institutional infrastructure was no longer possible with the resources available at the DOCR.   The IEMS allows maintenance staff

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to quickly recognize problems before they become critical and work proactively in keeping agency infrastructure operating.   The network infrastructure at JRCC required an upgrade to support current and future requirements for data and telephone traffic, including IEMS communications.

Using IEMS troubleshooting can be accomplished in minutes instead of having to travel to the site, thus saving time and money. The IEMS provides proactive maintenance monitoring which assists in correcting small inexpensive problems before they become large costly issues.

JRCC Fiber Upgrade:
The fiber upgrade at JRCC will provide a higher capacity for JRCC systems to operate, there-by reducing downtime and staff over-time attributed to troubleshooting problems. The fiber upgrade will increase productivity and operational readiness of the JRCC facility by providing greater speed and capacity for all systems and network users at the facility.

The fiber upgrade will allow installations and upgrades (at less cost) of Life Safety devices as well as integrating the prisons security system into the fiber network, thus providing greater reliability/redundancy of JRCC security systems.

Itag Visitors application:

A add-on module for Itag (Visitors) was purchased to provide the capability to manage inmate visitors and integrated ID Card system.   This new capability eliminated the old manual time intensive method of writing visitors in a log book and checking references to an automated system of tracking and creating ID cards for staff and visitors.

The visitation module has paid for itself in terms of man hours related to managing a manual log book, including a host of reports that were never before available with the old manual methods.   The visitation module greatly improved security checks and balances for visitors and agency staff.

Itag ID card creation sub-system:
The ID card system has saved money in the fact that the agency no longer uses Polaroid pictures which was very costly. The ID cards at the present time cost us approximately fifty cents a card versus the approximate cost of $5.00 to manually create an ID from a Polaroid picture.   The system is in use at all DOCR adult facilities.

Student Education and Scheduling (S.E.A.S):

A dynamic computer-based Student Enrollment and Scheduling (SEAS) program was
Designed and built by the Director of Information Systems at the Department of Corrections and Rehabilitation (DOCR) to manage student information for the educational program at the ND Youth Correctional Center (YCC). Because juveniles may be placed at YCC on any day of the week or month throughout a given school year, youth are continuously entering the educational program at YCC-Marmot Schools and school personnel need to be able to enroll or change student class schedules on a daily basis. The ever-changing enrollment status made class scheduling and educational information difficult to manage and created unique needs that could not be met through purchasing a standard educational software program. Having the resources available to build such a complex system "in-house" was instrumental.

The SEAS program not only makes student enrollment information more manageable but also makes educational information more readily accessible by teachers at Marmot Schools, local education agencies (LEA's), and DJS community case managers. Teachers are able to record assignments and grades as well student attendance, and provide a daily rating of their general performance and behavior. Through SEAS, teachers have access to pertinent demographic information and previous transcripts, test scores, and special

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education information. They are also able to view each student's academic schedule to know where the student is at any time of the day. When students leave YCC, all the information in the SEAS system is forwarded to the receiving LEA to assist the student's transition from YCC-Marmot Schools to their local school district. In addition, DJS case managers who are responsible for the youth have access to the SEAS program information through State's network to be able to assess the youth's educational progress.

SEAS has also enhanced customer service to LEA's and established more credibility in the educational program at YCC-Marmot Schools. Local school districts can now see what classes are offered to the students at YCC-Marmot Schools as well as course content, performance, behavior related issues, and coursework credit received. The SEAS program also summarizes past transcripts for each student, saving much time for counselors in the respective districts.

Correctional Offender Management Profile for Alternative Sentences (COMPAS):

The Division of Juvenile Services (DJS) implemented an automated comprehensive risk/needs assessment process known as the Correctional Offender Management Profile for Alternative Sentences (COMPAS) for juveniles that have been committed to the agency's custody. The COMPAS software system is a standardized, research-based approach to assessment and case planning for juvenile offenders incorporating the latest criminological findings on risk and need factors. The system includes a multiple regression-based risk report and a pattern recognition-based typology to identify a descriptive "best fit risk/needs group" for each juvenile offender.

DJS made the decision to implement COMPAS due to the need to conduct more accurate, thorough assessments that would support improved decision making and case planning for juveniles under custody. The COMPAS system is providing the agency with a better understanding of individual risk/need factors of youth under their care which will allow them to make the best match to effective interventions. It will provide more informed decision making about the level of supervision required and consistency in case planning. In addition, COMPAS will help the agency further analyze what drives recidivism, and thus, where to focus its resources.

Specifically, the COMPAS system will allow DJS to more effectively use its resources (i.e. time and money) and improve customer service by providing the agency with: 1) the ability to make better decisions about case planning for kids; 2) a better match of kid's needs to programs and services interventions; 3) consistency throughout all regional offices; 4) fairness and equity to kids; 5) the least restrictive care possible; and 6) a process to assess progress and evaluate programs.

Officer Training Information System (Otis): To provide for the exacting needs of training staff in a corrections environment. DOCR I.T. built a custom system to track the training needs of corrections staff. People Soft has as employee training module, but is woefully inadequate for the needs of corrections. Using open source technology a system was built and implemented that utilized Microsoft terminal services as the deployment architecture to offer access to agency staff. A web interface was added to allow any staff member to lookup their training status and required classes. The system is capable of fulfilling the training needs for all divisons in the agency.

Electronic Document Gathering and Retrieval (Edgar): To provide for the exacting needs of electronic document management and affordability of operation the agency built a means to convert paper documents into standard PDF files. DOCR I.T. built a custom system that uploads and indexes PDF documents via the web. The system ties into Docstars offenders and links all related documents to the offender SID. This system has proven to be an extreme asset to NDPP (IOSP) division in reducing the manual labor attributed to accessing offender documents. Using open source technology a system was built and implemented that incorporated standard PHP web transactions. The system is currently being used by IOSP and NDPP administration but will eventually be offered agency wide as a means to manage document access.

Treatment and Rehabilitation Planning System (TARPS):
DJS required a custom treatment planning system for juvenile offenders. TARPS was built in-house to facilitate the exacting treatment needs of DJS. TARPS integrates data

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from COMPAS and ITAG to formulate outcomes and treatment planning, including input entered into TARPS by staff.   TARPS creates a single document containing treatment reports from multiple sources and derived treatment objectives.   TARPS catalogs and indexes this information which can be retrieved by staff.   It provides a historical record of treatment backed up with hardcopy documentation stored in PDF format.

Treatment and Rehabilitation Planning System (ICOMS):
System currently in development for accurately tracking those offenders housed in county jails.   The system will be implemented in 2008 and will provide conclusive reporting of where externally housed inmates are located at all times.   Additionally it will provide a way for the agency to reconcile offender housing charges imposed on the agency by county jails.

Electronic Medical Records System (EMRS):
In planning stage for implementing a EMRS that satisfies the operational requirements of Adult and Youth medical services division in the 07-09 bien. The EMRS provides for real-time medical communication between prison and county jails regarding inmate medical issues. The EMRS will provide for a comprehensive electronic medical record that would interface with the agencies current inmate offender management system. The EMRS capabilities will provide inclusive solutions in the following areas:

    Integrated pharmacy system
    Physician order entry processes
    Integrated lab system
    Chronic care clinic management
    Physical therapy care management
    Dietary care management
    Sick call care management
    Dental care management
    Infirmary care management

In summary the agency has moved from minimal technological capabilities to a state of the art operation.   Much of the agencies technology base was developed in-house by the Director of Information Technology.   The cost of these advancements were extremely cost effective to implement.   These monumental tasks and contributing efforts would not have been realized without the extreme efforts of select agency staff from all divisions and directors.   These accomplishments provide the vehicle for state and federal law enforcement agencies to have immediate access to information.   This access to DOC information will insure greater protection to the public at large and facilitate greater cooperation and integration with other state and federal entities as appropriate.   The DOC will to continue to focus on cost effective solutions that provide value to the agency and to the citizens of North Dakota.

DOCR systems technical breakdown:

Application Name	Business Purpose	Developer / Vendor	Operating system needed	Database System needed	Language	Maintained By

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Crime Victims System	Tracks victims of crime and federal funds paid for compensation to victims.	Internally	Windows	Msaccess	na	DOCR I.T. staff/ITD Hosting
TARPS	DJS Case management treatment system	Internally	Windows	Msaccess	na	DOCR I.T. staff/ITD Hosting
Moms	Parole Mobile Offender Management System (Runs on Laptop)	Internally	Windows	Msaccess	na	DOCR I.T. staff/ITD Hosting
DOCSTARS	Parole and probation subject management system, this is the primary system for parole and probation case management and fees billing.	Internally	Windows	Msaccess	na	DOCR I.T. staff/ITD Hosting

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Parole Board System	System that determines which inmates go to the parole board for review.	Internally	Windows	Msaccess	na		DOCR I.T. staff/ITD Hosting
ITAG System	Inmate Management System for both juvenile and adult offenders residing in North Dakota Institutions. The TAG system is a database of inmate records, i.e. admission, commitment orders/sentence details, housing, classification, discipline, programming, etc	Syscon Justice Systems	Linux	Oracle	na		DOCR I.T. staff/Vender
Crime Victims Tracking	Tracks victims and there status	Internally	Windows	Msaccess	na		DOCR I.T. staff/ITD Hosting
Inmate Property System	Tracks inmate property inventory	Internally	Windows	Msaccess	na		DOCR I.T. staff/ITD Hosting

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Student Education and Scheduling System (SEAS)	Student management system for Youth Corrections	Internally	Windows	Msaccess	na		DOCR I.T. staff/ITD Hosting
Case Manager Timelog System	Tracks DJS case manager billable hours to DHS	Internally	Windows	Msaccess	na		DOCR I.T. staff/ITD Hosting
Macola	Manufacturing cost-accounting software used in day to day operations for Accounts Payable, Accounts Receivable, Fixed Assets, Order entry, Inventory Management, Bill of Materials, General Ledger and Production Order Processing.	Purchased - COTS	Windows	Msaccess	na		DOCR I.T. staff

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Compas Interface	Interfaces Compas data with Itag Data	Internally	Windows	Msaccess	na		DOCR I.T. staff/ITD Hosting
Accucare	Adult Risk and Treatment assessment system	Vender Hosted COTS	Windows	unknown	unknown		Research and evaluate technology solutions that improve agency operations an effectiveness.
OTIS	Officer Training Information System	Internally	Windows	Msaccess	na		2. Maintain infrastructure to support agency operations.
EDGAR	Parole Electronic Document Indexing System	Internally	Windows	Msaccess	na		3. Reduce the number of SFN forms and convert paper files to electronic files.
PAS	Parole Absconder Web App	Internally	Windows	MySql	php		4. Provide for agency staff training on using agency technologies.

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Acurate Controls Gate System	runs NDSP turnstile system	Internally	Windows	Msaccess	na		5. Provide continued support for external I.T. requests both state and federal.
Compas	DJS Risk and Needs assessment system	Internally	Windows	Msaccess	na		6. Continue to develop and support agency I.T. systems required to sustain the agencies mission objectives.
Crystal Reports / Reportal	Crystal reports delivery system	Internally	Windows	Oracle	na		DOCR I.T. staff/ITD Hosting
ESG - Preventive Maintenance	Manages PM Program at JRCC	Internally	Windows	Msaccess	na		DOCR I.T. staff/ITD Hosting
Keefe Commissary Network System	Manages Inmate Commissary Transactions	Keefe	Windows	DB2	na		DOCR I.T. staff/Keefe
Johnson Control Metasys System	Energy Management, Penitentiary	Johnson Control	Windows	Msaccess	na		DOCR I.T. staff
RSview32 Heating Plant Control Panel	Manages Institution Heating Plant Control Panel	Internally	Windows	Msaccess	na		DOCR I.T. staff

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ICOMS	Integrated Corrections Offender Movement System in development will be used by county jails to report on DOCR offenders housed at county jails.	Internally	Windows	MySql	Asp.net	DOCR I.T. staff
DOCR Internet Web Site	DOCR Internet Web Site	DOCR I.T. staff/ITD	Windows	MySql	Asp.net	DOCR I.T. staff
DOCR Intranet Web Site	DOCR Intranet Web Site	DOCR I.T. staff	Windows	n/a	php	DOCR I.T. staff

Planned Infrastructure Activities and Changes

1. Research and evaluate technology solutions that improve agency operations an effectiveness.
2. Maintain infrastructure to support agency operations.
3. Reduce the number of SFN forms and convert paper files to electronic files.
4. Provide for agency staff training on using agency technologies.
5. Provide continued support for external I.T. requests both state and federal.
6. Continue to develop and support agency I.T. systems required to sustain the agencies mission objectives.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 523
   Number of desktops for which you are requesting replacement funding: 254
   Average replacement cost/desktop: 775

3. Total number of laptop computers: 105
   Number of laptops for which you are requesting replacement funding: 50
   Average replacement cost/laptop: 1,275
What state planning region are these desktop/laptop computers located?
Region 1   8 **2**   13 **3**   9 **4**   20 **5**   43 **6**   93 **7**   433 **8**   9

4. What percentage of these pcs are running the following operating systems:
          (total should be equal to 100%)
Open Source OS   0 **%**
MAC OS   0 **%**
Windows Vista   0 **%**
Windows XP   83 **%**
Other   17 **%**

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan
Continue efforts on converting agency forms to electronic forms.

Pay ITD server hosting charges

Upgrade adobe versions

Keep agency reporting systems updated (Crystal reports)

Upgrade liquid office versions as required

Upgrade microsoft office version as required

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Conduct varied agency staff training.

Provide Application support for the agency.

Develop, upgrade agency applications.

Provide support to ITD and their projects.

Work with ITD in defining agency support requirements and systems planning.

Provide support for PC deployments, repair and inventory management.

Upgrade agency infrastructure to facilitate on-going agency needs.

Provide support for state-wide deployment of interstate compact electronic file generation for interstate compact offenders.

Provide support for IVN initiatives.

Provide support for agency video conferencing needs.

Support new and current data system interfaces and sharing of information with external agencies both state and federal.

Provide support for agency peripherals, repair and replace as required.

Provide for agency budget planning (I.T.)

Provide over-all technology planning and direction for the agency.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$447,264	$0	$447,264	$0
IT5111	ADDITIONAL SALARIES	$341,841	$0	$0	$0	$348,538
IT5130	TEMP SALARIES	$0	$63,552	$0	$63,552	$0
IT5132	ADDITIONAL TEMP SALARIES	$58,752	$0	$0	$0	$59,904
IT5160	FRINGE BENEFITS	$0	$163,060	$0	$163,060	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$124,393	$0	$0	$0	$126,366
IT5310	IT SOFTWARE AND SUPPLIES	$294,910	$166,494	$28,302	$194,796	$166,494
IT5510	IT EQUIPMENT UNDER $5000	$546,108	$159,144	$152,239	$311,383	$159,144
IT6010	IT DATA PROCESSING	$1,140,212	$1,434,947	$27,972	$1,462,919	$1,434,947
IT6020	IT COMMUNICATIONS	$573,555	$632,030	$32,208	$664,238	$632,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,139,559	$386,421	$0	$386,421	$386,421
IT6930	IT EQUIPMENT OVER $5000	$0	$6,500	$0	$6,500	$0
	Total Budget:	**$4,219,330**	**$3,459,412**	**$240,721**	**$3,700,133**	**$3,313,814**
001	STATE GENERAL FUND	$3,958,799	$3,192,534	$199,324	$3,391,858	$3,045,152
365	PENITENTIARY INDUSTRIES - 365	$260,531	$266,878	$41,397	$308,275	$268,662
	Total Funding:	**$4,219,330**	**$3,459,412**	**$240,721**	**$3,700,133**	**$3,313,814**

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Agency Priority - 1   **Project Type:** New initiative

Project description
Integrate the Docstars offender management system (parole and probation) with the Itag offender management system (prison facilities).

Briefly describe the business need or problem driving the proposed project.
As noted in the State Auditor's information system audit of the Docstars offender management system, there is a lack of integration between the information systems used in parole and probation (Docstars) and the prison facilities (Itag). Limited data sharing between the two systems is accomplished via a nightly data dump.

Describe how the project is consistent with the organizations mission.
By integrating the Docstars system with the Itag system, inmate / offender management would be done on one information system irregardless of community or institutional placement.

Describe the anticipated benefits of the project and who will derive the benefits.
Single source for input of offender information for the agency, decreasing the risk or errors occuring in data entry.

Describe the impact of not implementing the project.
Increased risk of errors occuring in occuring due to the inefficiencies that result from entering the same data twice into two information systems.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
No formal cost / benefit analysis or study has been completed to arrive at the anticipated benefits of a integrated offender management system for the agency.   Risks are unknown at this time and are dependant on existing technology offerings.

Describe the additional costs?
The unknown costs of converting Docstars data into the Itag system. The financial impact of re-designing interfaces that use the Docstars system. The costs of converting NCIC offense records to ND century code offense types.   Analysis of the impact of change that would occur to DOCR operations using a unified offender management system.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs -
Total Project Cost? -   **$3,750,000**
Tot Proj Costs + Optionals -   **$3,750,000**

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What additional expenditures are being paid out of non-appropriated funds?
n/a

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$3,750,000	$3,750,000	$1,500,000
	Total Budget:	**$0**	**$0**	**$3,750,000**	**$3,750,000**	**$1,500,000**
001	STATE GENERAL FUND	$0	$0	$3,750,000	$3,750,000	$1,500,000
	Total Funding:	**$0**	**$0**	**$3,750,000**	**$3,750,000**	**$1,500,000**

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Agency IT Plan Contact Data

Larry Ruebel

328-8108

Holly Gaugler

333-2079

Review of Agency's IT Architecture

Department of Emergency Services:

System Name: Message Switch

Description: Law enforcement information routing.

Purpose: This system connects all law enforcement throughout North Dakota for the purpose of retrieving data from federal and state systems.

Database: Oracle

Operating System: AIX

IT Service Provider: CPI Computer Projects of Illinois and DES Staff

System Name: Mobile Data Message Switch

Description: Law Enforcement mobile data information routing

Purpose: This system connects law enforcement mobile data units throughout North Dakota for the purpose of retrieving data from Message Switch for federal and state systems.

Database: Pervasive

Operating System: Windows Server 2003

IT Service Provider: Motorola, Hp Staff and DES Staff

System Name: Zetron Phone System

Description: This system controls the dispatch phone system

Purpose: This system has two parts, a proprietary controller and PCs for the dispatchers to use. This system handles all dispatch incoming and outgoing calls plus 911 caller information.

Database: MS SQL

Operating System: Controller is proprietary and PCs use XP Pro

IT Service Provider: ECI (Electronics Communications Inc.) and DES Staff

System Name: Harris Channel Bank System

Description: Channel Banks and associated monitoring equipment

Purpose: The channel banks provide the telecommunications to the tower sites via T-1 lines. The system also has a Sun server for monitoring.

Database: Oracle

Operating System: Sun Solaris

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IT Service Provider: DOT Staff and DES Staff

System Name: Motorola Centracom
Description: Tower controller for the dispatch center.
Purpose: This system controls the towers for the dispatchers.
Database: Motorola Proprietary
Operating System: Firmware and XP Pro for PCs and Server 2003 for Server
IT Service Provider: DOT Staff and DES Staff

System Name: Eventide Voice Recorder
Description: Voice system recorder
Purpose: Century code requires recording of voice in the dispatch center. This unit records tower and phone circuits.
Database: Eventide Proprietary
Operating System: Embedded Linux
IT Service Provider: Electronic Communications Inc (ECI) and DES Staff

System Name: Motorola WNG (Wireless Network Gateway)
Description: Motorola Mobile Data unit Access
Purpose: This unit controls access to the Mobile Data system for the in car units.
Database: Motorola Proprietary
Operating System: AIX
IT Service Provider: DOT Staff and DES Staff

System Name: Motorola RNC (Radio Network Controller)
Description: Motorola Mobile
Purpose: This unit controls system access for the Mobile Data towers.
Database: Motorola Proprietary
Operating System: Motorola DOS
IT Service Provider: DOT Staff and DES Staff

System Name: Radio System
Description: Radio System
Purpose: State Radio Channels 1,2, and 3 for statewide communications for state, local and federal law enforcement plus emergency services such as EMS and Fire.
Database: N/A
Operating System: N/A
IT Service Provider: DOT Staff and DES Staff

System Name: WebEOC

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Description: Web based emergency management program
Purpose: Web-enabled crisis information management software that delivers real-time data to emergency managers and first responders.
Database: MS SQL
Operating System:N/A
IT Service Provider: ESi, ITD, and DES Staff

System Name: Emergeo
Description: GIS Mapping for WebEOC
Purpose: Open GIS-based mapping and interoperable crisis management software.
Database: MS SQL
Operating System:N/A
IT Service Provider: Emergeo, ITD, and DES Staff

System Name: SEATOL
Description: 911 Mapping System Software
Purpose: This software program provides 911 mapping for the dispatch center for wired and wireless calls.
Database: DBase
Operating System: N/A
IT Service Provider: SEATOL and DES Staff

System Name: EAS (Emergency Alert System)
Description: EAS (Emergency Alert System)
Purpose: This system is used to provide over the air alerts to the citizens of North Dakota such as Amber Alerts.
Database: N/A
Operating System: Firmware
IT Service Provider: DES Staff

System Name: Real Player
Description: Video Streaming
Purpose: Provide video streaming of media information in the EOC
Database: N/A
Operating System: N/A
IT Service Provider: DES Staff

System Name: Agency Server
Description: Agency onsite server
Purpose: DES has a server on site through ITD. This server is on site for emergency operations.
Database: N/A

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Operating System: Windows 2003
IT Service Provider: ITD and DES Staff

System Name: Microsoft Dynamics
Description: Accounting software
Purpose: This accounting software is used for the Haz-Chem Preparedness Response Program. N/A
Database: MS SQL
Operating System: N/A
IT Service Provider: DFC Consultants, Ltd. And DES Staff

The Department of Emergency Services has two dedicated IT FTE that fall under the State Radio division. A third IT FTE will be requested in the agency's optional requests. This position will also support the State Radio division.

ND National Guard:
The Reserve Component Automation System (RCAS) has 50 personal computers and 16 notebooks. This program is federally mandated and funded. It's purpose is to automate communications to all Army Guard and Army Reserve military units. It also provides applications necessary to support State Operations which is the main link between the Office of Adjutant General and other state agencies, mainly the Office of Management and Budget. We do not have a dedicated IT FTE for this division.

Planned Infrastructure Activities and Changes
Department of Emergency Services:
The two Divisions of the Department of Emergency Services, Homeland Security and State Radio, are working towards a streamlined communications for homeland security and disaster response while increasing quality of service to our users throughout the state. We are doing this through the following:

*Modernizing the voice/data communications system by upgrading from a 30 year old analog equipment with a new analog/digital system has been completed. The Data network has been expanded from 15 to 36 tower sites. This is providing much improved data communication for law enforcement state wide. Included in our projects and optional adjustments for th 09-11 budget will be a request for eight additional towers.

*Upgrading hardware and software dispatch systems with modern equipment.

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*Maintain connectivity and systems with our federal partners. We maintain a special Homeland Security backup network and a network of classified equipment to include secure phones, secure fax, secure video conferencing, and secure computer network. FEMA also has a network for disasters and a HF radio system for back up communications.

*Continue to maintain the electronic systems in the State Operations Center in a constant state of readiness. The agency utilizes a web-based emergency management communications system that gives real-time emergency information management to Local, State and Federal agencies involved in incidents or disasters. This system has been enhanced to track resources and be able to display information through GIS mapping.

*Implement redundant systems to ensure operational capability in the event of SOC is unusable.

*The Department of Emergency Services continues to support technology standards so every participating agency in a disaster can work effectively together.

ND National Guard:
  The only technology changes anticipated for the ND National Guard division is to maintain and upgrade as mandated by federal requirements and to meet scheduled replacements.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
N/A

2. Total number of desktop computers: 129
   Number of desktops for which you are requesting replacement funding: 65
   Average replacement cost/desktop: 1,500

3. Total number of laptop computers: 47
   Number of laptops for which you are requesting replacement funding: 24
   Average replacement cost/laptop: 1,600
What state planning region are these desktop/laptop computers located?

Region 1		2		3		4		5		6		7		8	
	0		1		8		1		4		0		162		0

4. What percentage of these pcs are running the following operating systems:
         (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:
N/A

IT Asset Management Plan
Both divisions, Department of Emergency Services and the ND National Guard are on a scheduled replacement plan of every four years for personal computers and notebooks. The Department of Emergency Services currently has two IT FTE in State Radio and is requesting an additional IT FTE, a Computer and Network Specialist II. As IT technology and infrastructure grow, the need for technical assistance also increases.

The following is a listing of systems supported by this agency and their plans:

System Name: Message Switch
Description: Law enforcement information routing.
Purpose: This system connects all law enforcement throughout North Dakota for the purpose of retrieving data from federal and state systems.
Database: Oracle
Operating System: AIX

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IT Service Provider: CPI Computer Projects of Illinois and DES Staff

PLAN: This current system was first fielded in 1994. The hardware was replaced in November of 2004. The expected life of the hardware is 8 years. We are looking at the next replacement of the hardware in 2012. The software is continuously updated through a maintenance agreement. New features have been budgeted for to keep the product cutting edge.

System Name: Mobile Data Message Switch

Description: Law Enforcement mobile data information routing

Purpose: This system connects law enforcement mobile data units throughout North Dakota for the purpose of retrieving data from Message Switch for federal and state systems.

Database: Pervasive

Operating System: Windows Server 2003

IT Service Provider: Motorola, Hp Staff and DES Staff

PLAN: This system was fielded in 1999. The hardware servers have been replaced twice, most recently in 2005. The expected life of these servers should be 4 years. The software is updated through a maintenance agreement. This system will be evaluated in two years to determine if it will be upgraded or retired.

System Name: Zetron Phone System

Description: This system controls the dispatch phone system

Purpose: This system has two parts, a proprietary controller and PCs for the dispatchers to use. This system handles all dispatch incoming and outgoing calls plus 911 caller information.

Database: MS SQL

Operating System: Controller is proprietary and PCs use XP Pro

IT Service Provider: ECI (Electronics Communications Inc.) and DES Staff

PLAN: The Zetron Phone system was fielded in a joint effort with ITD in June 2003. The expected life of this product is 10 years. This will need a fork lift upgrade at that point. New technologies such as Next Generation 911, Voice over IP and Text messaging may require us to change out the system prior to 2013.

System Name: Harris Channel Bank System

Description: Channel Banks and associated monitoring equipment

Purpose: The channel banks provide the telecommunications to the tower sites via T-1 lines. The system also has a Sun server for monitoring.

Database: Oracle

Operating System: Sun Solaris

IT Service Provider: DOT Staff and DES Staff

PLAN: This equipment was fielded as part of the new radio system in 2006. This equipment should have life of 12-15 years. The Sun server for monitoring should be replaced in the 2011-1013 biennium.

System Name: Motorola Centracom

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Description: Tower controller for the dispatch center.
Purpose: This system controls the towers for the dispatchers.
Database: Motorola Proprietary
Operating System: Firmware and XP Pro for PCs and Server 2003 for Server
IT Service Provider: DOT Staff and DES Staff
PLAN: This system was purchased in 1996. The hardware and software is being phased out by Motorola. It will be supported for at least 5 more years. As soon as Motorola has a hardware/software solution for our environment we will start planning for its replacement. We expect this will be in 2 years.

System Name: Eventide Voice Recorder
Description: Voice system recorder
Purpose: Century code requires recording of voice in the dispatch center. This unit records tower and phone circuits.
Database: Eventide Proprietary
Operating System: Embedded Linux
IT Service Provider: Electronic Communications Inc (ECI) and DES Staff
PLAN: The current voice recorder was purchase in June of 2006. The expected life span of this product is 5 years. We are looking at replacing this item in 2011.

System Name: Motorola WNG (Wireless Network Gateway)
Description: Motorola Mobile Data unit Access
Purpose: This unit controls access to the Mobile Data system for the in car units.
Database: Motorola Proprietary
Operating System: AIX
IT Service Provider: DOT Staff and DES Staff
PLAN: The Motorola Mobile Data system is a slow speed system. This equipment was purchased in 1999. This system will be evaluated in two years to determine if it will be upgraded or retired.

System Name: Motorola RNC (Radio Network Controller)
Description: Motorola Mobile
Purpose: This unit controls system access for the Mobile Data towers.
Database: Motorola Proprietary
Operating System: Motorola DOS
IT Service Provider: DOT Staff and DES Staff
PLAN: The Motorola Mobile Data system is a slow speed system. This equipment was purchased in 1999. This system will be evaluated in two years to determine if it will be upgraded or retired.

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System Name: Radio System
Description: Radio System
Purpose: State Radio Channels 1,2, and 3 for statewide communications for state, local and federal law enforcement plus emergency services such as EMS and Fire.
Database: N/A
Operating System: N/A
IT Service Provider: DOT Staff and DES Staff
PLAN: This equipment was fielded as part of the new radio system in 2006. This equipment should have life of 12-15 years.

System Name: WebEOC
Description: Web based emergency management program
Purpose: Web-enabled crisis information management software that delivers real-time data to emergency managers and first responders.
Database: MS SQL
Operating System:N/A
IT Service Provider: ESi, ITD, and DES Staff
PLAN: This software program was implemented in October of 2005. The software is continuously updated through a maintenance agreement. New features have been budgeted for to keep the product cutting edge.

System Name: Emergeo
Description: GIS Mapping for WebEOC
Purpose: Open GIS-based mapping and interoperable crisis management software.
Database: MS SQL
Operating System:N/A
IT Service Provider: Emergeo, ITD, and DES Staff
PLAN: This software program was implemented in June of 2008. The software is continuously updated through a maintenance agreement.

System Name: SEATOL
Description: 911 Mapping System Software
Purpose: This software program provides 911 mapping for the dispatch center for wired and wireless calls.
Database: DBase
Operating System: N/A
IT Service Provider: SEATOL and DES Staff
PLAN: This software product was purchased in 1991. It has had numerous upgrades and maintenance over the years to keep it up to date. The agency is looking to retire this program over the next year.

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System Name: EAS (Emergency Alert System)
Description: EAS (Emergency Alert System)
Purpose: This system is used to provide over the air alerts to the citizens of North Dakota such as Amber Alerts.
Database: N/A
Operating System: Firmware
IT Service Provider: DES Staff
PLAN: This program is from the Federal Government. We purchased the current equipment in 1999. The equipment will be maintained until better equipment is available or the program is terminated.

System Name: Real Player
Description: Video Streaming
Purpose: Provide video streaming of media information in the EOC
Database: N/A
Operating System: N/A
IT Service Provider: DES Staff
PLAN: This system has been in place since June of 2002. This program will be upgraded or changed to another vender within the next 2 years.

System Name: Agency Server
Description: Agency onsite server
Purpose: DES has a server on site through ITD. This server is on site for emergency operations.
Database: N/A
Operating System: Windows 2003
IT Service Provider: ITD and DES Staff
PLAN: The current server was installed in 2007. This server will be replaced in the 2011-2013 biennium.

System Name: Microsoft Dynamics
Description: Accounting software
Purpose: This accounting software is used for the Haz-Chem Preparedness Response Program. N/A
Database: MS SQL
Operating System: N/A
IT Service Provider: DFC Consultants, Ltd. And DES Staff
PLAN: Great Plains Dynamics was purchased in 1996. This software is continuously being updated through a maintenance agreement. The agency is looking at a web based solution that will retire Microsoft Dynamics.

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IT5110	SALARIES - PERMANENT	$0	$183,240	$0	$183,240	$0
IT5111	ADDITIONAL SALARIES	$175,910	$0	$90,168	$90,168	$273,408
IT5160	FRINGE BENEFITS	$0	$63,410	$0	$63,410	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$60,873	$0	$31,462	$31,462	$94,872
IT5310	IT SOFTWARE AND SUPPLIES	$96,000	$105,000	$0	$105,000	$105,000
IT5510	IT EQUIPMENT UNDER $5000	$112,000	$127,500	$0	$127,500	$127,500
IT6010	IT DATA PROCESSING	$1,959,459	$1,998,359	$0	$1,998,359	$1,998,359
IT6020	IT COMMUNICATIONS	$554,300	$575,993	$0	$575,993	$575,993
IT6030	IT CONTRACT SERVICES & REPAIRS	$260,700	$261,700	$0	$261,700	$261,700
IT6930	IT EQUIPMENT OVER $5000	$50,000	$40,000	$0	$40,000	$40,000
	Total Budget:	**$3,269,242**	**$3,355,202**	**$121,630**	**$3,476,832**	**$3,476,832**
001	STATE GENERAL FUND	$1,530,962	$1,566,332	$121,630	$1,687,962	$1,687,962
373	RADIO COMMUNICATIONS FUND 373	$381,018	$497,990	$0	$497,990	$386,998
FED1	IT FEDERAL FUNDS	$1,100,762	$999,500	$0	$999,500	$1,110,492
P003	AIR GUARD CONTRACTS	$500	$500	$0	$500	$500
P193	HOMELAND SECURITY GRANTS	$256,000	$290,880	$0	$290,880	$290,880
	Total Funding:	**$3,269,242**	**$3,355,202**	**$121,630**	**$3,476,832**	**$3,476,832**

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Agency Priority - 1   **Project Type:** New initiative

Project description
Obtain a statewide seamless, spatially accurate, and complete base map dataset that is accessible by all state agencies, local and tribal governments, and the general public.

Briefly describe the business need or problem driving the proposed project.
The State of North Dakota, local and tribal government, and the private sector need a seamless, base map data set that is spatially accurate and containing the necessary attributes to be used by multiple applications and users. In particular, such a dataset is needed for emergency services and daily state agency activities. This mapping project directly ties to dispatch mapping, computer aided dispatch (CAD) and automatic vehicle location (AVL).

Describe how the project is consistent with the organizations mission.
Improve the interoperability and redundancy of dispatch centers by integrating the statewide base map dataset into all dispatching systems including mapping software, computer aided dispatch and future automated vehicle location technology.

Describe the anticipated benefits of the project and who will derive the benefits.
State mapping will provide significant benefits throughout both local and state government as well as the general public and private industry. Please see attached narrative.

Describe the impact of not implementing the project.
An accurate base map is key piece to all dispatch centers being interoperable. The current mapping system State Radio uses has accuracy problems and dated information. Without this project, technology upgrades to public safety systems cannot be made.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
State Radio will continue to utilize a map with less accuracy and dated information and this has an effect on public safety.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -
Tot Proj Costs + Optionals -   **$0**

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What additional expenditures are being paid out of non-appropriated funds?
N/A

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$0	$0	$20,000
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$2,300,000	$2,300,000	$0
	Total Budget:	**$0**	**$0**	**$2,300,000**	**$2,300,000**	**$20,000**
001	STATE GENERAL FUND	$0	$0	$2,300,000	$2,300,000	$20,000
	Total Funding:	**$0**	**$0**	**$2,300,000**	**$2,300,000**	**$20,000**

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Project: INF002 Computer Aided Dispatch (CAD) Phase 2

Agency Priority - 2 **Project Type:** Ongoing initiative

Project description
The 2007 Legislature approved $980,000 for a Computer Aided Dispatch system (CAD). The agency is currently getting ready to release an RFP for the project in August. This project request is to provide a phase 2 for the initial 2007 project. Please see attached narrative.

Briefly describe the business need or problem driving the proposed project.
Make a fully interoperable system that can be used by or connected to other sheriff and police departments plus give enhanced services for FIRE and EMS.

Describe how the project is consistent with the organizations mission.
Our goal is to provide an efficient public safety communications system to federal, state, and local agencies. We want systems that can be interoperable for all stakeholders.

Describe the anticipated benefits of the project and who will derive the benefits.
This will give the sheriff and city police departments the ability to utilize the CAD system or connect their existing CAD system to the state's system, giving the state tremendous interoperable capabilities.

Describe the impact of not implementing the project.
The CAD system will only be able to perform basic CAD functions of resource management and asset tracking.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
An enhanced CAD would mitigate the risks identified in the base CAD business case.

Describe the additional costs?
All costs will be more accurately determined after the responses to the CAD RFP are analyzed.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -
Tot Proj Costs + Optionals - $0

What additional expenditures are being paid out of non-appropriated funds?

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$200,000	$200,000	$220,000
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$2,000,000	$2,000,000	$0
	Total Budget:	**$0**	**$0**	**$2,200,000**	**$2,200,000**	**$220,000**
001	STATE GENERAL FUND	$0	$0	$2,000,000	$2,000,000	$0
004	GENERAL FUND BUDGET	$0	$0	$200,000	$200,000	$220,000
	Total Funding:	**$0**	**$0**	**$2,200,000**	**$2,200,000**	**$220,000**

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Project: INF003   Additional State Radio Towers

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Agency Priority - 3   **Project Type:** New initiative

Project description

Purchase and installation of additional towers to be owned and operated by ND DOT.

Optional Package $2,020,400. This project will purchase additional towers to close the radio coverage gaps that exist within the State Radio system. This project will look to leverage existing tower leases along with construction of new towers where leases are not possible. A minimum of two towers could be built and as many as 3 or 4 could be in place if leases are available.

Briefly describe the business need or problem driving the proposed project.

The current State Radio system has identified dead spots.

These dead spots need to be mitigated to give the state full interoperability plus officer safety and citizen protection.

Describe how the project is consistent with the organizations mission.

Our goal is to provide an efficient public safety communication system to federal, state, and local agencies. Maximum voice and data coverage minimizes risk to the users.

Describe the anticipated benefits of the project and who will derive the benefits.

The current radio network has dead spots that require additional tower sites to give the state maximum voice and data coverage. This project will benefit public safety officers and the citizens of North Dakota.

Describe the impact of not implementing the project.

Continued dead spots create hazards to law enforcement and first responders being able to communicate in critical situations.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Getting the maximum coverage for an area from the tower site. This will require engineering studies to help with location selections.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

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Optional Project Costs - $0

Total Project Cost? -   **$0**

Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?

N/A

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IT6010	IT DATA PROCESSING	$0	$0	$14,400	$14,400	$57,600
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$6,000	$6,000	$36,000
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$2,000,000	$2,000,000	$0
	Total Budget:	**$0**	**$0**	**$2,020,400**	**$2,020,400**	**$93,600**
001	STATE GENERAL FUND	$0	$0	$20,400	$20,400	$93,600
004	GENERAL FUND BUDGET	$0	$0	$2,000,000	$2,000,000	$0
	Total Funding:	**$0**	**$0**	**$2,020,400**	**$2,020,400**	**$93,600**

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Project: INF004   Message Switch Software Upgrade

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Agency Priority - 4   **Project Type:** Major enhancement/upgrade

Project description

Up-grade Law Enforcement Message Switch to provide web based services. This will enable the agency to provide photos to the law enforcement community, access other state files for photo mug shots, and enhancements for the Computer Aided Dispatch (CAD).

Briefly describe the business need or problem driving the proposed project.

We need to keep inline with federal standards and keep pace with web based GJXDM and NIEM protocols including encryption. This will enable the Message Switch to better communicate with the systems that were formally on the Main frame.

Describe how the project is consistent with the organizations mission.

To provide the most up to date cutting edge technology available to the Law Enforcement community.

Describe the anticipated benefits of the project and who will derive the benefits.

All Law enforcement agencies would benefit with enhanced officer safety through the photograph capability.

Describe the impact of not implementing the project.

Decreased officer safety, State Radio would be falling behind other states and agencies within the state in the Law Enforcement field.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Minimal risk, while upgrading State Radio may have to modify some of the message switch commands to interface with other agencies.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -
Tot Proj Costs + Optionals -   **$0**

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What additional expenditures are being paid out of non-appropriated funds?
N/A

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Project: INF004   Message Switch Software Upgrade

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IT6930	IT EQUIPMENT OVER $5000	$0	$0	$125,000	$125,000	$0
	Total Budget:	**$0**	**$0**	**$125,000**	**$125,000**	**$0**
001	STATE GENERAL FUND	$0	$0	$125,000	$125,000	$0
	Total Funding:	**$0**	**$0**	**$125,000**	**$125,000**	**$0**

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Agency Priority - 5   **Project Type:** Major enhancement/upgrade

Project description
ND State Radio is the designated state control terminal agency for the National Crime Information Center (NCIC) and is responsible for ensuring the highest level of security within the state's system. Three major enhancements are included in this project that will significantly increase the level of security and also create efficiencies for State Radio and the state's law enforcement agencies.

Briefly describe the business need or problem driving the proposed project.
This enhancement provides for on-line validation as required after 90 days of entry in the system. Currently, that is done through mailings and input by State Radio. The second enhancement allows on-line audit training which is currently being done by State Radio personnel's site visitations and mailings. The third enhancement provides on-line training that is also currently being provided by State Radio personnel with significant travel and mailings.

Describe how the project is consistent with the organizations mission.
Our goal is to provide an efficient public safety communication system to federal, state, and local agencies. Accurate NCIC records are extremely important to law enforcement. An on-line data base validation, audits and training will insure we have efficient and accurate records from North Dakota.

Describe the anticipated benefits of the project and who will derive the benefits.
Cost savings will be derived in the areas of mailing costs, printing costs, and personnel work hours as the current validation reports are mailed monthly to the respective law enforcement and judicial agencies. Training and audits are also performed by site visitations and mailings. These enhancements will also provide a more accurate system resulting in a higher level of security for all law enforcement agencies using the system.

Describe the impact of not implementing the project.
Continuation of a labor intensive paper process and travel by the state and local law enforcement and more importantly a continued lower level of accuracy and security.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
For this program to be effective all participants must use the system. A training program will be provided to everyone to get them operational.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0

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Optional Project Costs -	$0
Total Project Cost? -	**$0**
Tot Proj Costs + Optionals -	**$0**

What additional expenditures are being paid out of non-appropriated funds?

N/A

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$26,500	$26,500	$53,000
IT6930	IT EQUIPMENT OVER $5000	$0	$0	$285,000	$285,000	$0
	Total Budget:	**$0**	**$0**	**$311,500**	**$311,500**	**$53,000**
001	STATE GENERAL FUND	$0	$0	$311,500	$311,500	$53,000
	Total Funding:	**$0**	**$0**	**$311,500**	**$311,500**	**$53,000**

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Project: INF006   Time Synchronization

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Agency Priority - 6   **Project Type:** New initiative

Project description

System time synchronization throughout Department's various data, voice and other systems.

Briefly describe the business need or problem driving the proposed project.

Different systems display and record different times resulting in time stamps not agreeing between stored data and voice recordings which has legal implications. Time synchronization is critical for records accuracy and to support legal evidence in court.

Describe how the project is consistent with the organizations mission.

Our goal is to provide an efficient public safety communication system to federal, state, and local agencies. Time synchronization will insure accurate information is retained.

Describe the anticipated benefits of the project and who will derive the benefits.

This will provide accurate time stamps of voice and data records. Besides the legal implications it will also make it easier to cross reference records.

Describe the impact of not implementing the project.

Different systems display and record different times resulting in time stamps not agreeing between stored data and voice recordings which has legal implications. Time synchronization is critical for records accuracy and to support legal evidence in court.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

None.

Describe the additional costs?

This will be a one time expense with no recurring expenses.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -

Optional Project Costs -

Total Project Cost? -

Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?

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IT6930	IT EQUIPMENT OVER $5000	$0	$0	$20,000	$20,000	$0
	Total Budget:	**$0**	**$0**	**$20,000**	**$20,000**	**$0**
001	STATE GENERAL FUND	$0	$0	$20,000	$20,000	$0
	Total Funding:	**$0**	**$0**	**$20,000**	**$20,000**	**$0**

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Project: INF007 Global Positioning Systems (GPS)

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Agency Priority - 7   **Project Type:** New initiative

Project description
Request for 2 Global Positioning Systems (GPS) which will greatly enhance emergency and disaster response operations. Each system will include mobile mounted systems, self-contained handhelds and accessory devices to enable computers and communications devices.

Briefly describe the business need or problem driving the proposed project.
Will provide new technology and new enhanced capabilities in managing emergencies and disasters.

Describe how the project is consistent with the organizations mission.
Our mission is to coordinate and plan disaster and emergency operations. GPS systems will enhance those capabilities.

Describe the anticipated benefits of the project and who will derive the benefits.
Quicker and more efficient disaster and emergency management.

Describe the impact of not implementing the project.
Our current technologies are not keeping pace with modern requirements for public safety.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
None that are known.

Describe the additional costs?
n/a

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs - $0
Total Project Cost? -
Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?
n/a

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IT6930	IT EQUIPMENT OVER $5000	$0	$70,000	$0	$70,000	$0
	Total Budget:	**$0**	**$70,000**	**$0**	**$70,000**	**$0**
P114	EMERGENCY MGMT. PERFORMANCE GRANTS	$0	$70,000	$0	$70,000	$0
	Total Funding:	**$0**	**$70,000**	**$0**	**$70,000**	**$0**

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Project: INF008   Geospatial Data Software

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Agency Priority - 8   **Project Type:** Ongoing initiative

Project description

A software upgrade package to our existing Web EOC software suite. This upgrade will provide a geospatial data upgrade to Emergeo, it will provide for a failover system for Web EOC, it provides a live link to the two remote operations centers supporting the State EOC (the Law Enforcement Multi-Agency Center and the Work Force Coordination Center). Request is $100,000 federal funding.

Briefly describe the business need or problem driving the proposed project.

Will provide enhanced emergency management by providing detailed information otherwise not available.

Describe how the project is consistent with the organizations mission.

Our mission is to provide the highest level of emergency management to our citizens.

Describe the anticipated benefits of the project and who will derive the benefits.

Benefits will be higher levels of detailed information resulting in faster and more efficient emergency management.

Describe the impact of not implementing the project.

Not having up-to-date technology, hampers our effectiveness in reacting to disasters and emergencies.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

None known.

Describe the additional costs?

N/A

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -

Optional Project Costs -

Total Project Cost? -

Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?

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540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: INF008 Geospatial Data Software

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N/A

IT Plan – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: INF008 Geospatial Data Software

Date: 11/20/2008

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6930	IT EQUIPMENT OVER $5000	$0	$100,000	$0	$100,000	$0
	Total Budget:	**$0**	**$100,000**	**$0**	**$100,000**	**$0**
P114	EMERGENCY MGMT. PERFORMANCE GRANTS	$0	$100,000	$0	$100,000	$0
	Total Funding:	**$0**	**$100,000**	**$0**	**$100,000**	**$0**

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540 ADJUTANT GENERAL
Version: 2009-B-01-00540
Project: INF009 Video Conference System

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Agency Priority - 9   **Project Type:** Major enhancement/upgrade

Project description
Replace video conference systems in the State Emergency Operations Center that is also used as the Governor's policy room during emergencies. Also replace the video conference system in the upstairs Homeland Security conference room that has extensive use both during emergencies and also day to day operations

Briefly describe the business need or problem driving the proposed project.
The current conference room/policy room systems are no longer supported by the manufacturer. Video conferencing is used for meetings and during emergency operations to connect to state agency coordination centers and FEMA.

Describe how the project is consistent with the organizations mission.
North Dakota Division of Homeland Security is responsible for coordination of local, state and federal response for emergency incidents with the state.

Describe the anticipated benefits of the project and who will derive the benefits.
Reduced cost for individuals who otherwise would need to travel to Bismarck for meetings. During an emergency, different state coordination centers and local emergency managers can be brought together for information briefings by video conferences.

Describe the impact of not implementing the project.
Increased travel costs and decreased communications between all entities in an emergency. Current equipment is worn and in great need of replacement.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
None

Describe the additional costs?
No additional costs are anticipated.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -

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540 ADJUTANT GENERAL

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Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?
N/A

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540   ADJUTANT GENERAL

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Project: INF009   Video Conference System

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					CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6930	IT EQUIPMENT OVER $5000				$0	$40,000	$0	$40,000	$0
	Total Budget:				**$0**	**$40,000**	**$0**	**$40,000**	**$0**
P114	EMERGENCY GRANTS	MGMT.	PERFORMANCE		$0	$20,000	$0	$20,000	$0
P151	EMERGENCY GRANTS	MGMT	PERFORMANCE		$0	$20,000	$0	$20,000	$0
	Total Funding:				**$0**	**$40,000**	**$0**	**$40,000**	**$0**

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Agency IT Plan Contact Data

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Review of Agency's IT Architecture

"DataMine" was written by Vision Technology Inc. in 1999. It includes a Visual Basic client installed on each desktop PC and a Microsoft SQL database to store the data. Data from the SQL database is also accessed via ODBC and common desktop tools such as MS Access. The Department of Commerce, its Economic Development & Finance Division in particular, utilizes DataMine to store and share information related to individual contacts, companies, community demographics, available buildings and business development projects. The program also enables us to push and pull information to and from our web site. The SQL server for Datamine is hosted at ITD, while the client software installed on each PC is under maintenance with Vision Technology. This maintenance agreement provides minor updates as needed and support for problems or bug fixes. The current system requires some modifications, but we don't currently anticipate replacing it. There have, however, been discussions within state government about the creation of methods for data sharing that may affect the structure or use of our database. Replacing the system is possible if these new systems are put in place and warrant such a change, but we expect that these new products will effectively interact with ours.

HOMENet is the HOME Program's in-house data-base program that was developed for the HOME Program by ITD in 2002-2003. It is used to track the HUD grant funding, set-aside funding to sub recipients, individual activity funding, state program income, recipient program income and long-term compliance with HOME grant requirements. The HOME program sub recipients use it to track grant progress, submit project setups, project revisions, project completions, and cash requests. Types of activities included are homeownership acquisition assistance, homeowner rehabilitation assistance, rental production and rehabilitation, and tenant-based rental assistance. HomeNet is a Java? Based application hosted on ITDs servers and accessed via a web browser. ITD developers provide updates as needed and ITD's support desk provides technical support for end users. HOMENet is expected to be in use indefinately with no plans for replacement.

SPARAK Financial Systems, LLC provides integrated computer systems for community banks. SPARAK also provides ongoing maintenance and support services as well as the computer equipment on which its systems operate. The SPARAK system provides the Development Fund Staff with up to date loan information, including payments, rates, dates, etc. SPARAK also makes it possible to customize reports. An annual maintenance agreement provides for this support, needed system updates and security patches, and keeps the system at the most recent software version. An AIX server running the SPARAK software is located at the DOC and managed remotely by SPARAK staff. Dev Fund employees are responsible for backing up the data on the server and rotating backup tapes offsite. No plans for replacement.

REMI provides a tool for economic impact and policy analysis, providing users with detailed estimates of changes to national and local economies. It is widely used by state governments, consulting firms, universities, public utilities and others. North Dakota's model has been calibrated specifically to simulate the real economy of our state by using hundreds of historical economic data sets.

The model is used primarily to measure the impact on the North Dakota economy that results from new companies that locate here; existing companies that expand or existing companies that shut down.

The model is updated annually with new data sets both from a national level and North Dakota perspective. In addition there are typically new features and other improvements each year. The Department of Commerce is a secondary user under the Department of Transportation. DOT uses a different version of REMI developed to study transportation impact.

North Dakota Tourism Database – This is a Microsoft SQL Database developed by Vision Technologies in 2003 and hosted at ITD, along with client software installed on each local PC. Support and updates are provided by Vision Technologies under an annual maintenance contract. We are also reviewing a new process for tracking the partner contact

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information stored in the database. We may use Vision Technology for this process. Bids will take place if needed.

EDMS – Division of Community Services began using EDMS nearly 8 years ago. We have records with retention requirements of 20 plus years, we simply did not have the space to retain the hard copies. We use TeleForm for scanning and FileNet for storage. FileNet allows all users to view records without delay and eliminates duplication of files. Without this system, we would need multiple copies of some records, and would be required to rent off site space for storage. APUC and North Dakota Development are also currently using these services.

All divisions are or will be utilizing new web sites developed in the 07-09 Biennium by iNet Technolgies. The web sites are hosted at ITD and maintained by DOC staff using iNet's content management system, iAdmin.

Planned Infrastructure Activities and Changes

Planned Infrastructure Activities and Changes.

Agency activities for the 09-11 biennium include but are not limited to:

1. Standard maintenance for systems and printers
2. The replacement of 14 Desktops and 44 Laptop scheduled computers.
3. Network and telecommunication operating and connection fees.
4. File and Print Server Storage and user access charges.
5. Enhance and maintain web presence.
6. Electronic Document Mangement System maintenance and upgrades.
7. SQL Server Database hosting, Client access, and maintenance.
8. ConnectND charges.
9. GIS systems software maintenance.
10. Homenet web application maintenance.
11. Expansion of mobile devices and services to allow Project Management staff to conduct business remotely.
12. Working with EERC to utilize Weatherization Estimator Software (WXEOR).

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
Software expendature decrease due Microsoft Office Upgrades for all users which will not be done in the 09-11 Biennium.
IT Data Processing Rates increase slightly despite increase rates due to ITD New Technology fee.
IT Contracts Services & Repair decrease signifigantly due to Completion of Agencies new web sites.

2. Total number of desktop computers: 29
   Number of desktops for which you are requesting replacement funding: 14
   Average replacement cost/desktop: 800

3. Total number of laptop computers: 62
   Number of laptops for which you are requesting replacement funding: 44
   Average replacement cost/laptop: 1,600
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   0 **6**   0 **7**   0 **8**   91

4. What percentage of these pcs are running the following operating systems:
        (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	1 **%**
Windows XP	98 **%**
Other	1 **%**

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan
Computers are scheduled for replacement on the state 4 year replacement schedule. Monitors are replaced on an as needed basis which averages a life cycle of 4 to 5 years. Scanners are replaced on an as needed basis about 1 or less per biennium dependant on usage. Printers are replaced on an as needed basis which is usually 2 Desktop printers per biennium, network printer usually last 2 or more Bienniums unless the manufacturer no longer supports them and driver issues arise. Software upgrades for common desktop tools are done regularly to keep them at the most current stable version. IT Personnel retention is acheived by competitive salary, Training incentives, and positive work environment.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$89,832	$0	$89,832	$0
IT5111	ADDITIONAL SALARIES	$84,336	$0	$0	$0	$93,425
IT5160	FRINGE BENEFITS	$0	$31,404	$0	$31,404	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$27,982	$0	$0	$0	$32,660
IT5310	IT SOFTWARE AND SUPPLIES	$81,550	$72,876	$500	$73,376	$76,519
IT5510	IT EQUIPMENT UNDER $5000	$98,887	$105,121	$1,500	$106,621	$110,924
IT6010	IT DATA PROCESSING	$192,906	$193,941	$7,000	$200,941	$203,607
IT6020	IT COMMUNICATIONS	$135,288	$143,093	$1,000	$144,093	$162,587
IT6030	IT CONTRACT SERVICES & REPAIRS	$218,103	$111,038	$33,500	$144,538	$142,840
IT6930	IT EQUIPMENT OVER $5000	$15,500	$25,000	$0	$25,000	$25,000
	Total Budget:	**$854,552**	**$772,305**	**$43,500**	**$815,805**	**$847,562**
001	STATE GENERAL FUND	$646,780	$549,319	$43,500	$592,819	$629,956
342	INTERGOVERNMENTAL ASSIST. FUND 342	$3,200	$0	$0	$0	$0
443	DEPARTMENT OF TOURISM FUND 443	$5,000	$5,000	$0	$5,000	$5,250
A048	WORKFORCE DEVELOPMENT	$15,331	$7,544	$0	$7,544	$7,921
A060	WFD NDCNCS	$16,975	$16,204	$0	$16,204	$17,012
E011	CDBG 1994	$10,200	$0	$0	$0	$0
E012	HOME 1994	$46,760	$45,032	$0	$45,032	$47,284
E013	SEP ADMIN 2001	$4,750	$2,561	$0	$2,561	$2,689
E014	SEP SP 1996	$0	$2,061	$0	$2,061	$2,164
E017	EAC (KC) 2002	$0	$6,122	$0	$6,122	$6,428
E018	CSBG 2001	$1,250	$3,566	$0	$3,566	$3,744
E035	ESGP 2000	$300	$0	$0	$0	$0
E037	DOE 2000	$13,800	$34,500	$0	$34,500	$35,475
E040	HOMELESS MIS SUPPORTIVE HOUSING PRO	$29,000	$1,500	$0	$1,500	$1,575
E045	STATE LOAN	$5,000	$17,800	$0	$17,800	$18,690
E050	LHP 2000	$13,800	$26,500	$0	$26,500	$27,325
E052	GF 1999	$0	$19,600	$0	$19,600	$20,580
E053	SAA	$0	$300	$0	$300	$315
E056	IC 1999	$32,306	$25,396	$0	$25,396	$11,390
E061	SHOPP HEATING & OIL PROG.	$200	$400	$0	$400	$420
E063	GF DCS	$3,000	$8,900	$0	$8,900	$9,344
E104	LHP EF 2003	$6,900	$0	$0	$0	$0
	Total Funding:	**$854,552**	**$772,305**	**$43,500**	**$815,805**	**$847,562**

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	CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM

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Version: 2009-B-01-00601

Project: 1   Phase 2 NDTourism.com Web Enhancements

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Agency Priority - 1   **Project Type:** Ongoing initiative

Project description
Begin implementations of phase 2 of Web site enhancements to include RSS Feeds, Blogging and Video Capabilities.

Briefly describe the business need or problem driving the proposed project.
RSS Feeds: Assist North Dakota Tourism in distributing news updates, to include new information along with any areas of interest that a visitor, reporter etc. would want/need.
Blogging: Enhance the current process in place to include a more user friendly system. Also could include enhancements to allow feedback on blogs.
Video Capabilities: We would like our site to be video friendly. To allow North Dakota Tourism to place videos on our web site to include attractions, events.

Describe how the project is consistent with the organizations mission.
North Dakota Tourism Web site Strategic Mission is:
The North Dakota Tourism Web site will serve as an essential marketing and public relations tool, serving visitors, stakeholders, the Tourism Division and partners.
The enhancements noted above would allow tourism the capability to improve our delivery of information to visitors, stakeholders, media and partners.

Describe the anticipated benefits of the project and who will derive the benefits.
The benefits would include being able to promote the state of North Dakota, enhance North Dakota Tourism's efforts through up-to-date public awareness and serve as a resource for internal and external communication. Having all three of these enhancements would also increase web site traffic, by also improving search engine performance by increasing link popularity.

Describe the impact of not implementing the project.
Without the implementation of the RSS Feeds, Blogging and Video capabilities, North Dakota Tourism could not keep up with all updates to media and would limit the amount of information that is given to visitors, stakeholders and media. Implementations of these enhancements are instrumental in Tourism's success to stay competitive in the tourism industry. RSS feeds require less effort and cost than e-newsletters which have to be designed and deployed.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
One risk would be to stay current with technology, since it is forever changing.

Describe the additional costs?
Staff and training costs.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

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Additional Costs? - $2,000
Optional Project Costs - $0
Total Project Cost? -   **$27,000**
Tot Proj Costs + Optionals -   **$27,000**

What additional expenditures are being paid out of non-appropriated funds?
na

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$25,000	$0	$25,000	$0
	Total Budget:	**$0**	**$25,000**	**$0**	**$25,000**	**$0**
001	STATE GENERAL FUND	$0	$25,000	$0	$25,000	$0
	Total Funding:	**$0**	**$25,000**	**$0**	**$25,000**	**$0**

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601 DEPT OF COMMERCE

Version: 2009-B-01-00601

Project: 2 Allow North Dakota Tourism to go further with Web

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Agency Priority - 1 **Project Type:** Major enhancement/upgrade

Project description

Allow North Dakota Tourism to go further with Web 2.0 enhancements.

Briefly describe the business need or problem driving the proposed project.

Additional dollars would allow North Dakota Tourism to enhance North Dakota's presence on the web and improve information sharing. The enhancements would include:

•Developing Microsites for North Dakota Tourism partners

•Assist partners with on-line booking options

•Offering GPS mapping

•Support and target potential travelers using v-trends

Describe how the project is consistent with the organizations mission.

North Dakota Tourism Web site Strategic Mission is:

The North Dakota Tourism Web site will serve as an essential marketing and public relations tool, serving visitors, general media, stakeholders, the Tourism Division and partners. The enhancements noted above would allow tourism the capability to improve our delivery of information to visitors, stakeholders, and partners.

Describe the anticipated benefits of the project and who will derive the benefits.

The benefits would include being able to promote the state of North Dakota, enhance North Dakota Tourism's efforts through booking travel, assisting tourism partners that need IT assistance with micro-sites and offering a more efficient mapping service of attractions and happening throughout the state. Tourism believes that by having all three of these enhancements would also increase visitor traffic to the state and to our partners resulting in more dollars spent in North Dakota.

Describe the impact of not implementing the project.

Without the implementation of these enhancements, North Dakota Tourism could not compete in electronic marketing with our regional competitors. Implementations of these enhancements are instrumental in North Dakota Tourism's success to stay competitive in the tourism industry.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

One risk would be to stay current with technology, since it is forever changing.

Describe the additional costs?

Staff and Training

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Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $2,000
Optional Project Costs - $0
Total Project Cost? -   **$249,000**
Tot Proj Costs + Optionals -   **$249,000**

What additional expenditures are being paid out of non-appropriated funds?
n/a

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Project: 2   Allow North Dakota Tourism to go further with Web

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$247,000	$247,000	$0
	Total Budget:	**$0**	**$0**	**$247,000**	**$247,000**	**$0**
001	STATE GENERAL FUND	$0	$0	$247,000	$247,000	$0
	Total Funding:	**$0**	**$0**	**$247,000**	**$247,000**	**$0**

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602 DEPARTMENT OF AGRICULTURE
Version: 2009-B-01-00602
Project: **Infrastructure**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
The Department of Agriculture's information technology mission is to provide the most effective and efficient use of information technology for its employee's and the citizens of North Dakota. This includes mobile technology for inspections; wireless email communications; web-based programs for permits, licensing and registration; electronic forms; data processing; telecommunications; equipment procurement; IT contracts; software; websites; database administration; and network administration. The folllowing programs are utilized by the department:

Ag Mediation - MS Access/Visual Basic developed by Vision Technology. The AMS computer system keeps track of all clients that AMS negotiators are working with. It keeps track of how many cases per client, what type of case, and the hours spent working with the client.

Certify - MS Access/Visual Basic developed by Mark Schoenbaum, USDA-APHIS-VS-WRO. Certify is being used to keep track of the state's inventory of nontraditional livestock and domestic elk. Movement, disease status and current ownership can be monitored.

Dairy - MS Access/Visual Basic developed by Vision Technology. This application is used for milk quality reports, farm inspections, plant inspections, and hauler/sampler inspections.

Registration - MS Access/Visual Basic developed by Vision Technology. This application is used to register fertilizers, feeds, pet foods, livestock medicines, feed retailer licenses, feed manufacturing licenses, fertilizer distributor licenses, anhydrious ammonia licenses.

Meat Inspection - MS Access/Visual Basic developed by Vision Technology. This application is used to track of meat processing plants, custom exempt plants, product and site inspections, registrations, product labeling and laboratory testing.

Permit System – Web-based using MS Access/Visual Basic, ASP.net and ASP. Developed by Vision Technology. This program enables us to keep track of all permits for animals coming and leaving the state.

Weed Database - Web-based using MS Access/Visual Basic, ASP.net and ASP. Developed by Vision Technology. This program enables county weed officers to import GPS data via the web into a database that is used to keep track of noxious weeds an locations in our state.

Private Practioners Portal – Developed by ITD. This web-based program helps Private Practitioners, State Level Veterinarians, Board of Animal Health Officials, and when necessary, Federal Officials, manage Reportable Disease Investigations and Humane Complaints. Also standardizes the way investigation information is captured and reported to

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the North Dakota Board of Animal Health and includes controls to manage how different people interact during a Reportable Disease or Humane Complaint Investigation.

Kelly Registrations - Developed by Kelly Registration Systems. This web-based application will enable pesticide applicants to submit their entire registration application package, including supporting documents in electronic format and pay electronically for North Dakota as well as several other states. It is a Windows-based server platform with the latest Windows Server operating system; Intel-based servers connected via an IP-based network; Microsoft SQL Server database on a database server; web environments utilized are Microsoft ASP.Net and ASP.

Liquid Office/FileNet - Currently being developed by ITD. This application enables inspectors to electronically submit inspections, daily logs and other forms into the office. Data is pushed into a database and an electronic pdf file is created in FileNet each time a form is approved.

Animal Tracking Database – Developed by ITD. This web-based program is an animal disease tracking system that identifies all animals and associated premises exposed to a serious disease agent within 48 hours of initial diagnosis. The system will involve premises identification, animal identification and the tracking of animals from premises to premises as they move through commerce. Data is stored in a Microsoft SQL database

All programs are managed by the department IT person and the developing vendors of the programs. The programs all run on MS Windows XP/2000 operating systems.

Planned Infrastructure Activities and Changes

The Department of Agriculture is involved with several projects: website revamping including e-commerce capabilities for our licensing and registration needs, and fillable forms; department wide electronic file management system; Microsoft Office 2007 upgrade. Ongoing projects include USDA's National Animal Identification system, Foreign Animal Disease Surveillance and Reporting of Zoonotic or other infectious disease outbreaks or bioterrorism incidents; to maintain the Private Practitioner's Portal to link the veterinary community with the state veterinarian's office and the public health community to assure reapid dissemination of information to health officials; maintain existing inhouse GIS infrastructures for soils, noxious weeds, locations of livestock producers, auction markets, veterinary practices, bee sites, etc.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

We will have increased costs due to increased ITD rates in data processing and telecommunications. Last biennium's infrastructure amount for IT Contract Services & Repairs included the Project amounts and for the 2009-2011 biennium the projects are separate, leaving a decrease in costs for the IT Contract Services & Repairs object code. The 2007-09 budget included one-time IT costs of $87,566, including $33,240 for data processing, Subtracting these costs masks the increased IT costs.

2. Total number of desktop computers: 36
   Number of desktops for which you are requesting replacement funding: 18
   Average replacement cost/desktop: 1,000

3. Total number of laptop computers: 69
   Number of laptops for which you are requesting replacement funding: 25
   Average replacement cost/laptop: 1,800

What state planning region are these desktop/laptop computers located?

Region 1 2 **2** 7 **3** 1 **4** 4 **5** 6 **6** 8 **7** 72 **8** 5

4. What percentage of these pcs are running the following operating systems:
   (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	53 %
Other	47 %

5. What additional expenditures are being paid out of non-appropriated funds? 0

Please explain:

IT Asset Management Plan

The Department of Agriculture is involved in serveral IT activities. Complete revamping of the departments website, www.agdepartment.com, to make it more useful for the citizens of North Dakota; implementing the USDA's National Animal Identification System project; maintaining the Private Practioners Portal to link the veterinary community with the state veterinarian's office and the public health community to assure rapid dissemination of information to health officials; implementation of the use of mobile technology for collecting pesticide inspection data using ITD's Liquid Office and FileNet8 systems; providing the most effective and efficient use of technology for web-based programs for permits, licensing, registration, electronic payroll forms, data processing; wireless communications; equipment procurement (follow the 4 year recycle plan); and IT software. These activities are all managed by the department's IT person and the Deputy Agriculture Commissioner. It has not been determined if any outside vendors or the ITD department will be used for the two new project initiatives.

IT Plan – Agency Submitted

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$85,200	$0	$85,200	$0
IT5111	ADDITIONAL SALARIES	$85,200	$0	$0	$0	$92,400
IT5160	FRINGE BENEFITS	$0	$30,416	$0	$30,416	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$30,416	$0	$0	$0	$30,416
IT5310	IT SOFTWARE AND SUPPLIES	$70,642	$46,900	$0	$46,900	$46,900
IT5510	IT EQUIPMENT UNDER $5000	$64,460	$71,860	$3,540	$75,400	$75,400
IT6010	IT DATA PROCESSING	$140,500	$144,480	$11,184	$155,664	$155,664
IT6020	IT COMMUNICATIONS	$94,500	$102,797	$19,900	$122,697	$122,697
IT6030	IT CONTRACT SERVICES & REPAIRS	$87,500	$0	$0	$0	$0
	Total Budget:	**$573,218**	**$481,653**	**$34,624**	**$516,277**	**$523,477**
001	STATE GENERAL FUND	$330,861	$305,210	$34,624	$339,834	$347,034
308	AGRICULTURE DEPARTMENT FUND 308	$7,783	$6,889	$0	$6,889	$6,889
376	ENVIRONMENT & RANGELAND PROTECTION	$77,750	$62,674	$0	$62,674	$62,674
A002	CAPS PROGRAM	$10,560	$6,882	$0	$6,882	$6,882
A011	AG MEDIATION SERVICES	$18,159	$16,074	$0	$16,074	$16,074
A020	MEAT INSPECTION	$9,360	$9,368	$0	$9,368	$9,368
A043	MARKET NEWS	$2,795	$3,964	$0	$3,964	$3,964
A049	PESTICIDE ENFORCEMENT	$39,950	$50,164	$0	$50,164	$50,164
A061	FOREIGN ANIMAL DISEASE(BSE/NAHEMS)	$6,000	$20,428	$0	$20,428	$20,428
A068	ANIMAL ID	$70,000	$0	$0	$0	$0
	Total Funding:	**$573,218**	**$481,653**	**$34,624**	**$516,277**	**$523,477**

IT Plan – Agency Submitted

602   DEPARTMENT OF AGRICULTURE

Version: 2009-B-01-00602

Project: 001   www.agdepartment.com

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Agency Priority - 1   **Project Type:** Major enhancement/upgrade

Project description

Revamp www.agdepartment.com to improve the look and feel, improve content management, integrate e-commerce to enhance licensing (this may include using the State Login ID system), add an intranet site to streamline internal business processes for employees, and bring more advanced functionality to the site for the citizens of North Dakota.

Briefly describe the business need or problem driving the proposed project.

To expand the current website to include e-commerce for licensing and add fillable forms. To bring consistency and add more content to the site. To update the website language to a newer environment that allows more advanced functionality and compliancy with the American Disabilities Act (ADA).

Describe how the project is consistent with the organizations mission.

This would enable the department to provide better services to safeguard livestock, to develop and and expand markets for agricultural commodites and value-added products, to ensure human safety and a healthy environment through proper use of pesticides, and to reduce agricultural losses from noxious weeds, predatory animals, insects and diseases.

Describe the anticipated benefits of the project and who will derive the benefits.

The improved/additional content will enable users to be better informed concerning agriculture and will allow us to communicate issues to the general public easier. Users will be able to navigate through the website with ease. Electronic registration and licensing will provide efficiencies and convience for our customers.

Describe the impact of not implementing the project.

None

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

There are no risks.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -

Optional Project Costs -

Total Project Cost? -   **$59,000**

Tot Proj Costs + Optionals -   **$59,000**

IT Plan – Agency Submitted

602 DEPARTMENT OF AGRICULTURE

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What additional expenditures are being paid out of non-appropriated funds?
N/A

602   DEPARTMENT OF AGRICULTURE

Version: 2009-B-01-00602

Project: 001   www.agdepartment.com

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$59,000	$59,000	$59,000
	Total Budget:	**$0**	**$0**	**$59,000**	**$59,000**	**$59,000**
001	STATE GENERAL FUND	$0	$0	$23,600	$23,600	$23,600
FED1	IT FEDERAL FUNDS	$0	$0	$17,700	$17,700	$17,700
SPEC1	IT SPECIAL FUNDS	$0	$0	$17,700	$17,700	$17,700
	Total Funding:	**$0**	**$0**	**$59,000**	**$59,000**	**$59,000**

IT Plan – Agency Submitted

602   DEPARTMENT OF AGRICULTURE

Version: 2009-B-01-00602

Project: 002   File Management System

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Agency Priority - 2   **Project Type:** New initiative

Project description
To research and develop a department-wide solution for the filing of all types of agency files, reduce the number of duplicate files on our network and aid in electronically capturing correspondence.

Briefly describe the business need or problem driving the proposed project.
The department needs to develop a more centralized system of sharing files for employees to reduce physical file space in the office by scanning correspondence and provide broader access to department information.

Describe how the project is consistent with the organizations mission.
All areas of the agency have a similar goal; however, efforts are often duplicated because of a lack of widespread access by employees to well organized, agency information.

Describe the anticipated benefits of the project and who will derive the benefits.
The gathering and disseminating of information regarding agriculture to the general public would greatly improve. Department employees would have a more user-friendly file system that enables them to better share photos, powerpoints and project files. This would also eliminate numerous duplicate files, thus saving network space.

Describe the impact of not implementing the project.
The department would spend more dollars on disk storage and employees would use more of their time tracking down versions of documents and searching for photos.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
None

Describe the additional costs?
N/A

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? - $20,000
Tot Proj Costs + Optionals - $20,000

IT Plan – Agency Submitted

602 DEPARTMENT OF AGRICULTURE

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Project: 002 File Management System

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What additional expenditures are being paid out of non-appropriated funds?
N/A

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602 DEPARTMENT OF AGRICULTURE

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Project: 002 File Management System

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$20,000	$20,000	$20,000
	Total Budget:	**$0**	**$0**	**$20,000**	**$20,000**	**$20,000**
001	STATE GENERAL FUND	$0	$0	$8,000	$8,000	$8,000
FED1	IT FEDERAL FUNDS	$0	$0	$6,000	$6,000	$6,000
SPEC1	IT SPECIAL FUNDS	$0	$0	$6,000	$6,000	$6,000
	Total Funding:	**$0**	**$0**	**$20,000**	**$20,000**	**$20,000**

IT Plan – Agency Submitted

616   STATE SEED DEPARTMENT

Version: 2009-B-01-00616

Project: Infrastructure

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Agency IT Plan Contact Data

Primary contact:

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Secondary contact:
Ken Bertsch
ND State Seed Commissioner
P O Box 5257
Fargo ND 58105-5257
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e-mail: kbertsch@ndseed.ndsu.edu

Review of Agency's IT Architecture

The business purpose for all IT architecture is to improve customer service through the use of technology and to improve staff and department efficiency.

Department IT services including Internet access and infrastructure and phone service in the Fargo office are provided through NDSU and the Higher Education Computer Network. The logical network is an Ethernet Star configuration using nonvalid TCP/IP internally and external IP via NDSU on a fiber optic line and a Cisco 10/100/1000T switches. The Department owns and maintains Cisco switches and a pix firewall and relative maintenance plans.   The only services provided by ITD are phone service in the Grafton Office and hosting of the Department's static web site.

The Windows 2000 Server environment consists of 3 servers, 28 client work station, 3 lap top computers, PIX fire wall and 8 printers. Client work stations and lap tops are primarily running Windows XP.

The Department maintains an extensive custom-programmed business application (SSAS-State Seed Application Software) in a Windows 2000 server domain running on SQL 2000. The application provides for tracking and reporting seed inspection and testing, seed regulatory permit holders and sales, USDA Grade Inspection, potato seedstocks orders and production, and diagnostic and laboratory testing. The application includes accounting functions to provide for billing and collection of accounts receivable. The application

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was developed and is maintained by Red River Software.

Remote access is available to staff in the Grafton office as well as staff at home and in other off-site locations.

The Department maintains a static and dynamic web site. The static website provides the public with information about agency programs and services, rules and regulations and contact information. On-line customer data is available on the dynamic web area allowing customers to access results of inspection and testing services from the Department.

Microsoft Exchange server 2003 is used for E-mail and Microsoft Office 2003 is available to staff for word processing, spreadsheet and presentation applications. The Department uses Norton Symantec Utilities for anti-virus protection.

Phone service in the Fargo office is provided through NDSU Bison Lines and includes 28 stations with direct lines and voice mail provided by a Lucent Definity generic 3R communication system.

Phone service in the Grafton office is provided through ITD and includes two stations and a fax line.

Planned Infrastructure Activities and Changes
The Windows 2000 Server environment consists of 3 servers, 28 client work station, 3 lap top computers, PIX fire wall and 8 printers. Client work stations and lap tops are primarily running Windows XP. Hardware and network maintenance are provided through Advanced Business Solutions. Desk top systems are on a scheduled replacement cycle of 4 years. The department is planning to upgrade to Windows 2007 in the current budget cycle.

The logical network is an Ethernet Star configuration using nonvalid TCP/IP internally and external IP via NDSU on a fiber optic line and a Cisco 10/100/1000T switches. Ongoing costs include monthly access fees paid to NDSU. Service in Grafton is provided by Midcontinent and costs include monthly access fees paid.

The department works to continually update software and infrastructure to stay in line with current standards and changes industry demands. Updates apply to desk top software, server software and custom software. While most desk tops are running on Windows XP, new systems are licensed for Vista. Budget amounts include upgrading all systems to Vista.

The department is working on a large project beginning in the 2007-09 biennium to convert existing turn key software (SSAS) from obsolete programming tools to current standards. We will maintain existing SQL data base and software application. The current programming was developed by and is supported by Red River Software.

Monthly fees for phone service through NDSU as well as cell phone costs are also included.

Also included in ongoing costs are fees assessed through ITD for ConnectND usage.

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616   STATE SEED DEPARTMENT
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1. **If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.**

2. **Total number of desktop computers:**   28
   Number of desktops for which you are requesting replacement funding: 4
   Average replacement cost/desktop: 550

3. **Total number of laptop computers:**   3
   Number of laptops for which you are requesting replacement funding: 0
   Average replacement cost/laptop: 2,000
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   3 **5**   28 **6**   0 **7**   0 **8**   0

4. **What percentage of these pcs are running the following operating systems:**
           (total should be equal to 100%)
Open Source OS   0 %
MAC OS   0 %
Windows Vista   2 %
Windows XP   98 %
Other   0 %

5. **What additional expenditures are being paid out of non-appropriated funds?**   0
Please explain:

IT Asset Management Plan
IT hardware is on a 4 year replacement cycle. New desktops are purchased through state contract. Maintenance is provided through Advanced Business Solutions.

The department maintains the custom software and provides changes and updates as demanded by changes in the industry. Custom software support is provided by Red River Software.

Phone systems maintenance is provided through NDSU and ITD.

IT Plan – Agency Submitted

616 STATE SEED DEPARTMENT

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Project: **Infrastructure**

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$26,900	$26,900	$0	$26,900	$27,000
IT5510	IT EQUIPMENT UNDER $5000	$7,600	$7,600	$0	$7,600	$7,600
IT6010	IT DATA PROCESSING	$17,800	$17,800	$0	$17,800	$17,800
IT6020	IT COMMUNICATIONS	$34,240	$34,240	$0	$34,240	$34,500
IT6030	IT CONTRACT SERVICES & REPAIRS	$54,200	$54,200	$0	$54,200	$55,000
IT6930	IT EQUIPMENT OVER $5000	$10,000	$10,000	$0	$10,000	$0
	Total Budget:	**$150,740**	**$150,740**	**$0**	**$150,740**	**$141,900**
329	SEED DEPARTMENT FUND 329	$150,740	$150,740	$0	$150,740	$141,900
	Total Funding:	**$150,740**	**$150,740**	**$0**	**$150,740**	**$141,900**

IT Plan – Agency Submitted
616   STATE SEED DEPARTMENT
Version: 2009-B-01-00616
Project: SSAS001   State Seed Application Software Conversion

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Agency Priority - 1   **Project Type:** Application replacement   **Age of Current Application:** 7

Project description
Convert existing SSAS application to new source code using tools meeting current programming standards.

Briefly describe the business need or problem driving the proposed project.
The Department maintains an extensive custom-programmed business application (SSAS-State Seed Application Software) The application provides for tracking and reporting seed inspection and testing, seed regulatory permit holders and sales, USDA Grade Inspection, potato seedstocks orders and production, and diagnostic and laboratory testing as well as accounting functions and accounts receivable. Existing programming tools are obsolete.

Describe how the project is consistent with the organizations mission.
The agency's mission includes improving customer service through the use of technology and improving staff and department efficiency through the use of technology. This conversion will allow familiarity of existing systems in an application that meets current programming standards.

Describe the anticipated benefits of the project and who will derive the benefits.
Conversion will update to current technology and significantly extend the life of the application. It will allow use of existing SQL data base and staff training will be minimal.

Describe the impact of not implementing the project.
Existing programming tools are no longer supported. Updating the existing software for industry changes is difficult. The Department relies heavily on this application in providing services to growers and the industry.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
We are working with a known vendor and updating a known product and don't feel there are any risks.

Describe the additional costs?
Project will be started in 2007-09 biennium - additional cost above is amount estimated to be expended in 07-09.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $60,000

IT Plan – Agency Submitted

616 STATE SEED DEPARTMENT

Version: 2009-B-01-00616

Project: SSAS001 State Seed Application Software Conversion

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Optional Project Costs -

Total Project Cost? - $250,000

Tot Proj Costs + Optionals - $250,000

What additional expenditures are being paid out of non-appropriated funds?

None

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616   STATE SEED DEPARTMENT
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Project: SSAS001   State Seed Application Software Conversion

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6930	IT EQUIPMENT OVER $5000	$0	$190,000	$0	$190,000	$0
	Total Budget:	**$0**	**$190,000**	**$0**	**$190,000**	**$0**
329	SEED DEPARTMENT FUND 329		$190,000	$0	$190,000	$0
	Total Funding:	**$0**	**$190,000**	**$0**	**$190,000**	**$0**

IT Plan – Agency Submitted

665 ND STATE FAIR

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Project: **Infrastructure**

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Agency IT Plan Contact Data

The North Dakota State Fair is not required to submit an IT Plan.

Review of Agency's IT Architecture

The North Dakota State Fair is not required to submit an IT Plan.

Planned Infrastructure Activities and Changes

The North Dakota State Fair is not required to submit an IT Plan.

IT Plan – Agency Submitted

665   ND STATE FAIR

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Project: **Infrastructure**

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1. **If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.**

2. **Total number of desktop computers:**
    Number of desktops for which you are requesting replacement funding:
    Average replacement cost/desktop:

3. **Total number of laptop computers:**
    Number of laptops for which you are requesting replacement funding:
    Average replacement cost/laptop:
    What state planning region are these desktop/laptop computers located?
    Region 1   2   3   4   5   6   7   8

4. **What percentage of these pcs are running the following operating systems:**
           (total should be equal to 100%)
    Open Source OS   **%**
    MAC OS   **%**
    Windows Vista   **%**
    Windows XP   **%**
    Other   **%**

5. **What additional expenditures are being paid out of non-appropriated funds?**
    Please explain:

IT Asset Management Plan
The North Dakota State Fair is not required to submit an IT Plan.

IT Plan – Agency Submitted

665   ND STATE FAIR

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Project: **Infrastructure**

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	CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM

IT Plan – Agency Submitted

670   ND HORSE RACING COMMISSION

Version: 2009-B-01-00670

Project: **Infrastructure**

Date: 11/20/2008

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Agency IT Plan Contact Data
Helen Tessmann
Administrative Staff Officer
701-328-4633
htessmann@nd.gov

Review of Agency's IT Architecture
The IT infrastructure budget includes device connections, office productivity tools, and support for the line of business applications. This agency is planning to upgrade to newest version and plans include to add an additional full time employee which will include adding another workstation.

Planned Infrastructure Activities and Changes
To establish the base IT assets required to support the agency as the Racing Commission expands into its role as a separate state agency.

The current need is to upgrade Microsoft products to the newest version.

IT Plan – Agency Submitted

670 ND HORSE RACING COMMISSION

Version: 2009-B-01-00670

Project: **Infrastructure**

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 3
Number of desktops for which you are requesting replacement funding: 1
Average replacement cost/desktop: 550

3. Total number of laptop computers: 1
Number of laptops for which you are requesting replacement funding: 1
Average replacement cost/laptop: 1,400
What state planning region are these desktop/laptop computers located?
Region 1 0 **2** 0 **3** 0 **4** 0 **5** 0 **6** 0 **7** 4 **8** 0

4. What percentage of these pcs are running the following operating systems:
(total should be equal to 100%)
Open Source OS 0 %
MAC OS 0 %
Windows Vista 0 %
Windows XP 100 %
Other 0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan
This agency is planning to upgrade the software program to the newest version.

- Our plan is to maintain the PC and monitor hardware on four year cycle.

- In 2007 added a printer card to a two year old copier.

- Copier/printer will be replaced no sooner than 2011-13 Biennium.

- The ND Racing Commission does not have any information technology staff.

IT Plan – Agency Submitted

670 ND HORSE RACING COMMISSION

Version: 2009-B-01-00670

Project: **Infrastructure**

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5510	IT EQUIPMENT UNDER $5000	$2,200	$2,200	$0	$2,200	$2,200
IT6010	IT DATA PROCESSING	$5,045	$5,045	$0	$5,045	$4,800
IT6020	IT COMMUNICATIONS	$4,800	$4,800	$2,767	$7,567	$7,100
	Total Budget:	**$12,045**	**$12,045**	**$2,767**	**$14,812**	**$14,100**
001	STATE GENERAL FUND	$12,045	$12,045	$2,767	14,812	14,100
	Total Funding:	**$12,045**	**$12,045**	**$2,767**	**$14,812**	**$14,100**

IT Plan – Agency Submitted

701   HISTORICAL SOCIETY

Version: 2009-B-01-00701

Project: **Infrastructure**

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Agency IT Plan Contact Data

Ron Warner and David Skalsky are the contacts for initial development of the agency IT Plan. They can be reached at 701-328-2666 or by emailing rwarner@nd.gov or dcskalsky@nd.gov.

Review of Agency's IT Architecture

The Society uses Microsoft Windows 2000 and XP for the operating system and Microsoft

Office Suites is used for word processing, spreadsheets, data base, and email.

PastPerfect, a client server system designed for museum collections management, provides the ability to store and retrieve information on museum objects to include text and images.

Retail Pro, a retail management software, is used to manage the museum store and is linked to satellite stores at the following historic sites: Chateau de Mores Historic Site, Fort Buford Historic Site, & Pembina State Museum.

ContentDM, an Integrated Content Management System, is used to provide digitized text, photos, video, and audio to the general public through the internet. This system is provided and maintained by NDSU, Fargo.

The Society provides services through the North Dakota Library Information on-line public access catalog system (ODIN) located at UND and through OCLC (on-line computer center) as a member of MINITEX Network for cataloging, interlibrary loan, searching and other services.

Planned Infrastructure Activities and Changes

1. To obtain modern integrated information technology tools and infrastructure for all divisions of the agency including all historic sites that are well supported and enable staff to more efficiently support constituents.

   a. Develop a systematic plan to upgrade and replace computers and peripherals once very 4 years.

2. Develop easily and publicly accessible, accurate, and consistent data on collections records as well as similar systems for agency staff.

   a. Research and develop a plan for the implementation of hardware and software to allow routine digital imaging of all appropriate collections.
   b. Expand the use of the World Wide Web for the dissemination of more information, including images, regarding the collections and activities.
   c. Explore the creation of a system to allow public access to museum and library collections information without society intervention.
   d. Define, execute and regularly test a disaster recovery plan for all systems and data.
   e. Explore and/or develop a unified, agency-wide program to control agency photo holdings and coordinate the management of both analog and digital images for both current and historical systems.

IT Plan – Agency Submitted

701 HISTORICAL SOCIETY

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3. Maintain and obtain additional modern, integrated information technology for the security systems of the society.

    a. Develop a cyclical maintenance plan for replacement and upkeep of the security systems of the society.
    b. Obtain adequate funding to replace existing control room systems and provide adequate systems for the major historic sites.

4. Evaluate methods in which to utilize technology to improve customer service.

    a. Evaluate the total telecommunications system for efficiency and expansion including the integrated voice response system.
    b. Evaluate divisional technologies for efficiency and expansion with recommended changes developed for future IT plans.

5. Work with ITD and records management to plan for the transfer and long-term preservation of state agency records having enduring value.

6. Address high capacity storage needs for electronic records of enduring value.

We are working to increase public access to North Dakota collections through the web and to improve the State Historical Society's web page. We have teamed up with North Dakota State University, Prairie Public, Concordia College, Minnesota and South Dakota to make collections available through the web using CONTENTdm. CONTENTdm allows the public to view photos, maps, diaries, and streaming audio and video, on line from the State Archives as well as photos of other three dimensional objects such as museum artifacts or historic sites. We hope to have 5,000 images available on line by June 30, 2009. Future plans are to increase the number of photos available on line to over 20,000 and to add 3 dimensional photos of other significant items contained in the collections. Updates to the Society's web site underway now will provide a modern look that is more user friendly. The new North Dakota History high school textbook will enhance the learning experience for student and teachers by linking to related archival materials on the web using CONTENTdm.

IT Plan – Agency Submitted

701 HISTORICAL SOCIETY

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 80
Number of desktops for which you are requesting replacement funding: 19
Average replacement cost/desktop: 950

3. Total number of laptop computers: 23
Number of laptops for which you are requesting replacement funding: 4
Average replacement cost/laptop: 1,400
What state planning region are these desktop/laptop computers located?
Region 1 2 **2** 0 **3** 2 **4** 4 **5** 1 **6** 0 **7** 90 **8** 4

4. What percentage of these pcs are running the following operating systems:
(total should be equal to 100%)

Open Source OS	0 %
MAC OS	1 %
Windows Vista	0 %
Windows XP	94 %
Other	5 %

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan

The 09-11 budget request includes funding necessary to cover IT expenses necessary to continue the current day to day operations of the Society as well as funds to replace IT equipment based on a 4 year replacement cycle. The State Historical Society of North Dakota pays ITD a monthly fee to use the LAN system. Since the Society does not have any IT staff, we pays ITD an hourly fee when accessing additional IT services. In addition to the Heritage Center hookups, there are 10 historic sites which receive telecommunication services. Included as a part of the telecommunications infrastructure is voice mail services for most existing lines and long distance services.

The Microsoft Windows operating system is maintained with version upgrades sent out by Microsoft. Agency will migrate to Vista upon ITD's recommendation. Migration will be as new hardware is acquired. Microsoft Office suites are replaced on a 4 year cycle.
PastPerfect, Retail Pro, ContentDM, Odin, and OCLC upgrades are provided through maintenance agreements. While we know technology is constantly changing, we do not know of any software programs that are currently being developed that would significantly alter how we use technology to conduct business. We will consider the different technologies as they are developed.

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701   HISTORICAL SOCIETY

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$36,056	$36,056	$0	$36,056	$36,056
IT5510	IT EQUIPMENT UNDER $5000	$54,164	$54,164	$0	$54,164	$54,164
IT6010	IT DATA PROCESSING	$142,176	$142,176	$0	$142,176	$142,176
IT6020	IT COMMUNICATIONS	$141,799	$141,799	$0	$141,799	$141,799
IT6030	IT CONTRACT SERVICES & REPAIRS	$16,456	$16,456	$0	$16,456	$16,456
	Total Budget:	**$390,651**	**$390,651**	**$0**	**$390,651**	**$390,651**
001	STATE GENERAL FUND	$390,651	$390,651	$0	$390,651	$390,651
	Total Funding:	**$390,651**	**$390,651**	**$0**	**$390,651**	**$390,651**

IT Plan – Agency Submitted

709 COUNCIL ON THE ARTS
Version: 2009-B-01-00709
Project: **Infrastructure**

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Agency IT Plan Contact Data
Jan Webb, Executive Director
701-328-7592
1600 Century Avenue, Ste 6
Bismarck, ND 58503

Review of Agency's IT Architecture
The North Dakota Council on the Arts relies heavily on computer and telecommunication resources to serve the citizens of North Dakota in the most economical and efficient way possible. The agency provides an online grant application process allowing grantees to prepare and submit their grant applications, a great savings in time, printing, and mailing expense. The program became fully functional during the 2007-09 biennium. The NDCA website gives citizens general agency information, a calendar of statewide arts events, opportunity listings for artists, regional and national art news, links to other resources and organizations, arts in education programs and services, information on agency publications and recordings, and a great deal more information. Use of e-mail has allowed staff to respond to constituent questions almost immediately and has saved time, money, and energy for everyone.

The agency system is supported through ITD and CultureGrantsOnline is hosted externally by WESTAF based out of Colorado.

Planned Infrastructure Activities and Changes
Planned infrastructure activities and changes for IT:

1) To provide services to constituents through enhanced access to agency grant information and applications online.
2) To provide services to constituents through better response time to questions, problems, and applications via e-mail.
3) To provide services to constituents through the expanded use of e-mail listservs.
4) To stay abreast of all state systems, including ConnectND and those involving records management and data processing.
5) To provide information to constituents regarding national, regional, and state news in a timely manner through website and e-mail interaction.
6) To increase involvment with national and regional arts entities through e-mail and internet access.
7) To keep equipment and software updated and staff current regarding the use of new programs and new technology.
8) To update software for the production of the agency newsletter.

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709   COUNCIL ON THE ARTS

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

The only additional expenses that have been added into the IT budget is for the licensing, hosting and maintenance of the Culture Grants Online program that is used for our online grant applications and funds to upgrade the software and equipment for the NDCA newsletter and website.

2. Total number of desktop computers: 2

   Number of desktops for which you are requesting replacement funding: 0

   Average replacement cost/desktop: 0

3. Total number of laptop computers: 4

   Number of laptops for which you are requesting replacement funding: 1

   Average replacement cost/laptop: 1,600

What state planning region are these desktop/laptop computers located?

Region 1   0 **2**   0 **3**   0 **4**   0 **5**   1 **6**   0 **7**   5 **8**   0

4. What percentage of these pcs are running the following operating systems:

      (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	83 %
Other	17 %

5. What additional expenditures are being paid out of non-appropriated funds?   0

Please explain:

IT Asset Management Plan

The primary uses of technology at the NDCA are the following:

   1) business/accounting purposes

   2) online use by constituents in grant applications

   3) online grant application to the National Endowment for the Arts for agency funding

   4) data maintenance, i.e. grants management, mailing lists, and report information

   5) communication to and from constituents

Agency staff use the Windows software applications of Word, Access, Outlook, Powerpoint, and Excel. The website has been created in the Dreamweaver program and web design and maintenance staff will continue to use that program. Administrative staff technology activities involve connection to the state People Soft and ConnectND programs. Other technology activities include the development of the agency newsletter and the monthly online updates and the maintenance of the online grants application program.

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As NDCA has funding available it will be converting all slide documentation to archival disc. To date only about 1/10 of the slides have been scanned to disc.

Expansion of the use of e-mail listservs will continue to be an important aspect of the agency's use of technology, allowing program directors to forward state, regional, and national news immediately.

There is not a dedicated technology staff person so all agency staff are required to be knowledgable about computer equipment and usage of software programs. The agency allows for various staff members to obtain professional development funds for computer coursework to ensure full utilization of the various software programs.

Monitors, printers, and like assessories will be replaced as needed. There is a 4 year replacement cycle for 2 PC's and 3 laptops.

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IT5310	IT SOFTWARE AND SUPPLIES	$2,000	$2,000	$1,800	$3,800	$2,200
IT5510	IT EQUIPMENT UNDER $5000	$9,000	$2,000	$0	$2,000	$9,000
IT6010	IT DATA PROCESSING	$14,500	$14,500	$1,824	$16,324	$16,500
IT6020	IT COMMUNICATIONS	$8,000	$8,000	$500	$8,500	$8,500
IT6030	IT CONTRACT SERVICES & REPAIRS	$6,500	$6,500	$500	$7,000	$7,000
	Total Budget:	**$40,000**	**$33,000**	**$4,624**	**$37,624**	**$43,200**
001	STATE GENERAL FUND	$0	$0	$4,624	$4,624	$0
FED1	IT FEDERAL FUNDS	$40,000	$33,000	$0	$33,000	$43,200
	Total Funding:	**$40,000**	**$33,000**	**$4,624**	**$37,624**	**$43,200**

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Agency IT Plan Contact Data

Agency Contact for IT Capture Section:

Randy Meissner

Data Processing Coordinator II

ND Game & Fish Department

100 North Bismarck Expressway

Bismarck, ND 58501-5095

Phone: (701) 328-6336

Email: rmeissner@nd.gov

Review of Agency's IT Architecture

The Game and Fish Department has systems that run in the Linux Legacy environment, ITD's Web Application Server, and on networked and stand alone personal computers. We are in the process of migrating all of our legacy Linux applications to the web environment. We depend upon timely and reliable programming services that are provided by ITD because of the continuity in knowledge of the systems that is often not available in the private sector. However, we have contracted with private sector developers where it is feasible to do so.

Our web licensing, lottery applications, education course enrollment, and watercraft renewal systems utilize the Websphere application maintained by ITD. Data is stored in Oracle tables and maintained using SQL programs. The lottery system also interfaces with ADABAS which currently resides on a Linux platform maintained by ITD. The licensing and lottery systems also Interface with the Department of Human Services system to prevent child support obligors from obtaining recreational licenses per state and federal law. The lottery system also interfaces with the Department of Transportation to verify residency with the State of ND. Plans are being made to migrated the lottery system, education system, and outdoors magazine systems to the Oracle environment during the 2007-2009 biennium.

We also have several systems that utilize SQL server. Various GIS applications using ESRI software and the department Cost Tracking accounting system.

Our IT staff consists of 1 person responsible for computer hardware, software, and network support, 1 person responsible for department online services, licensing and lottery applications, mainframe systems, and IT planning and budgeting. Another person is responsible for the department GIS activities and another person who manages department-wide database and accounting systems.

Planned Infrastructure Activities and Changes

The IT infrastructure costs support the following activities;

Telecommunications: Phone and networking costs for the entire department

IT Software: Office productivity software costs

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IT Equipment less than $5,000: Desktops, Laptops, and printers used for department activities

IT Data Processing: ITD services and support to include software development for our various systems such as licensing, hunting lotteries, boat registrations, outdoors magazine subscriptions, and education course and enrollment

IT Contractual Services: These would be software development services not completed by ITD such as Vision Technologies for our cost tracking system and GIS applications

IT Equipment and Software over $5,000: Costs for this category would include the lease costs for the large-scale department printer and GIS software as well as SAS software used for statistical analysis and reporting

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

Any Increases are due to ITD Projected rate increases. Otherwise there should be no extraordinary costs.

2. Total number of desktop computers: 157
Number of desktops for which you are requesting replacement funding: 41
Average replacement cost/desktop: 1,435

3. Total number of laptop computers: 89
Number of laptops for which you are requesting replacement funding: 24
Average replacement cost/laptop: 1,600
What state planning region are these desktop/laptop computers located?
Region 1 14 **2** 21 **3** 15 **4** 7 **5** 6 **6** 17 **7** 145 **8** 21

4. What percentage of these pcs are running the following operating systems:
(total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	20 %
Windows XP	80 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0
Please explain:

IT Asset Management Plan

We use a 4-year replacement cycle to retire desktop and laptop computers as a general rule, however, we have kept some machines longer than that if there is sufficient reason to do so. Printers are replaced as needed but we estimate 3 will need replacing in the 2009-2011 biennium. We've been getting color laser printers which have been selling for around $1,400 so the total for 3 replacement printers will be about $4,200.

We currently have a Xerox large scale color copier/printer, the Docucolor 260 on lease from Xerox, the lease will expire July of 2011 at which time we will make a determination to buy or renegotiate another lease contract.

Office productivity software is purchased with all new computer purchases and as other needs require. Our Websphere Internet applications are maintained by ITD and there are no plans to retire the system at this time or in the foreseeable future. We will retire the remaining Linux Legacy applications and migrate them to the Web environment by the end of the 2009-2011 biennium.

We maintain an IT staff of 3 FTE employees, 1 person primarily handles desktop and network support, another person handles licensing and lottery issues, and another person

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takes care of accounting and budgeting systems. All 3 IT personnel are backup for other IT issues outside their primarily area of responsibility. The current number of employees is sufficient for our given workload so we have no need of requesting additional IT staff. Therefore we have had no efforts at recruiting anyone. The game & fish department enjoys an extremely low turnover rate due to our very positive and friendly work environment. The department also has a salary policy which mandates salary increases after so many years with the department. The positive work environment along with the generous salary plan has been very effective at retaining quality IT staff.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$405,192	$0	$405,192	$0
IT5131	ADDITIONAL SALARIES - OTHER	$274,176	$0	$0	$0	$274,176
IT5160	FRINGE BENEFITS	$0	$132,462	$0	$132,462	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$86,864	$0	$0	$0	$86,864
IT5310	IT SOFTWARE AND SUPPLIES	$231,036	$85,100	$0	$85,100	$135,000
IT5510	IT EQUIPMENT UNDER $5000	$117,000	$113,000	$0	$113,000	$184,750
IT6010	IT DATA PROCESSING	$627,650	$739,000	$0	$739,000	$542,500
IT6020	IT COMMUNICATIONS	$325,000	$325,000	$0	$325,000	$280,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$33,000	$37,000	$0	$37,000	$44,000
IT6930	IT EQUIPMENT OVER $5000	$0	$75,000	$0	$75,000	$75,900
	Total Budget:	**$1,694,726**	**$1,911,754**	**$0**	**$1,911,754**	**$1,622,290**
222	GAME & FISH DEPARTMENT FUND 222	$377,040	$553,654	$0	$553,654	$377,040
FED1	IT FEDERAL FUNDS	$10,000	$10,000	$0	$10,000	$10,000
SPEC1	IT SPECIAL FUNDS	$1,307,686	$1,348,100	$0	$1,348,100	$1,235,250
	Total Funding:	**$1,694,726**	**$1,911,754**	**$0**	**$1,911,754**	**$1,622,290**

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720   GAME AND FISH DEPARTMENT

Version: 2009-B-01-00720

Project: C&C-001   Migration of Boat Registration System to Web

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Agency Priority - 1   **Project Type:** Application replacement   **Age of Current Application:** 38

Project description

The existing Boat Registration database is an ADABAS application residing on the State of ND's Linux platform. We wish to migrate this application to our existing "Online Services" web application.

Briefly describe the business need or problem driving the proposed project.

ADABAS is very much a legacy application that has been around for a number of years. Recently, the Game & Fish Department has migrated many of its legacy systems to a web application called, "Online Services" this allows us to have all our data in one location that is secure and also accessible by necessary staff through a web browser.

Describe how the project is consistent with the organizations mission.

We are required by state and federal law to maintain a database of registered boats in North Dakota. The database also facilitates our mission of enforcement of watercraft on North Dakota waters.

Describe the anticipated benefits of the project and who will derive the benefits.

All staff needing access to this data will benefit as the legacy Linux application is only available to our internal Bismarck Staff only. Licensing staff will benefit by having all the necessary data in one place and will not have the inconvenience of uploading and downloading data to other applications and user's. Our enforcement staff will benefit by having easier, quicker, and more convenient access to the data when they are investigating watercraft usage in North Dakota.

Describe the impact of not implementing the project.

We would continue to use the legacy application and proceed as we currently are. Staff will have limited or no access and will have to contact licensing to perform inquiries taking more of licensing time that could be spent more productively. We would have to continue uploading and downloading data into the ADABAS application which is inconvenient and increases risk of data errors or inconsistencies.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Staff may be unfamiliar with the new interfaces to the application and may experience frustration and delay completing their tasks. Mitigation will be thorough training and not deploying to production until staff are satisfied with the results. The existing data on the legacy application will need to be converting to the new system so there is a chance of data loss or inconsistencies. This will be mitigated by completing a thorough backup of the original data and checks for data consistency.

Describe the additional costs?

no additional costs expected

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Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -

Optional Project Costs -

Total Project Cost? -	**$60,000**
Tot Proj Costs + Optionals -	**$60,000**

What additional expenditures are being paid out of non-appropriated funds?

no non-apropriated funds are expected

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IT6010	IT DATA PROCESSING	$0	$60,000	$0	$60,000	$0
	Total Budget:	**$0**	**$60,000**	**$0**	**$60,000**	**$0**
SPEC1	IT SPECIAL FUNDS	$0	$60,000	$0	$60,000	$0
	Total Funding:	**$0**	**$60,000**	**$0**	**$60,000**	**$0**

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750   PARKS AND RECREATION DEPT

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Agency IT Plan Contact Data

Barb Winking- IT Coodinator

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328-5379

Dorothy Streyle- Business Manager

dstreyle@nd.gov

328-5360

Review of Agency's IT Architecture

The NDPRD supports computer systems in the department headquarters location and 11 field offices. Headquarters office hardware consists of 9 desktop computers and 15 laptops connected through a local area network with our files stored on ITD.'s ITDDATA2 server. Our IT Coordinator also supports one color and two B/W laser printers along with 1 Color Plotter Printer also connected to the network. Field office hardware consists of 14 laptop computers and 42 desktop computers. 11 of our parks are connected back to the states network via high speed broadband access. 9 of the 11 parks connect via DSL while the remaining 2 connect via a wireless connection into the park while running long range Ethernet inside the parks. All parks also have color inkjet printers connected to one computer and shared out through Microsoft file and print sharing. E-mail services include all permanent staff plus 10 park info accounts, 1 headquarters information account and 1 IT Information account along with seasonal Interpretive email accounts in 10 of our parks. An Online Management Application that provides the general public the ability to reserve campsites, purchase daily and annual permits, reserve rental facilities and purchase miscellaneous park sundries along with internal park management abilities was added in 07-09. Our park infrastructures are inventoried and maintained on a cyclic maintenance schedule utilizing a Total Maintenance Application (TMA). This application utilizes a network connection with a web based interface. A faster T-1 network has become a much needed necessity to allow us to continue to operate and better serve our customers. An optional adjustment for information technology funding is included to fund this upgrade.

Internal staff technical assistance requires major time commitments. With field offices located statewide, travel and data coordinator time is stretched to a maximum.

Information Technology costs include salaries; hardware/software upgrades which include along with Desktop and Laptop replacements but also replacement of 4 Printers in our State parks, 1 Plotter and 1 multifunction copier/scanner/printer in our Headquarters Office; all telecommunication expenses to include cell phones, computer training; monthly data processing, maintenance, application server hosting, and programming charges; ITD support; travel and lodging associated with field systems support.

Planned Infrastructure Activities and Changes

Our first and foremost concern is the ability for our staff to effectively communicate with other staff and the general public, by providing services and support. The connection of our state parks to high speed broadband access was completed in the 05-07 biennium. While this service was sufficient at the time, in order to continue to serve our customers a faster higher speed T-1 network is needed.

In the 07-09 biennium we completed an online park management application were the primary focus is to provide the general public the ability to reserve campsites, purchase daily

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and annual permits, reserve rental facilities and purchase miscellaneous park sundries along with internal park management abilities. This has been a positive move towards better customer service however with the addition of this new application along with other web based applications and the increased dependence on computers, file sharing, email and internet applications our current DSL network connections are not sufficient enough for day to day business operations.

Our long term goals that would also benefit from this upgrade include wireless access for our customers along with electronic rangers at each entrance station. This project is just a stepping stone towards better customer service.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 51
   Number of desktops for which you are requesting replacement funding: 40
   Average replacement cost/desktop: 700

3. Total number of laptop computers: 29
   Number of laptops for which you are requesting replacement funding: 8
   Average replacement cost/laptop: 1,600
What state planning region are these desktop/laptop computers located?
Region 1   2 **2**   0 **3**   6 **4**   9 **5**   0 **6**   2 **7**   21 **8**   0

4. What percentage of these pcs are running the following operating systems:
         (total should be equal to 100%)
Open Source OS   0 **%**
MAC OS   0 **%**
Windows Vista   1 **%**
Windows XP   84 **%**
Other   5 **%**

5. What additional expenditures are being paid out of non-appropriated funds?   0
Please explain:

IT Asset Management Plan
The NDPRD IT Coordinator is responsible for the support and maintenance of all computer related hardware and software located in the department headquarters and across 11 field offices. Headquarters office hardware consists of 9 desk top computers and 15 laptops connected through a local area network with; one color and two B/W laser printers along with 1 Color Plotter. Field office hardware consists of 14 laptop computers and 42 desktops computers along with desk jet printers in each of these locations and a high end multifunction copier/scanner/printer in 4 locations.

Microsoft Office is our agencies productivity software. We use TMA (Total Maintenance Application) a facility cyclic maintenance software to manage the maintenance of all NDPRD facilities and our campground reservations are now managed through an online management system (OMS) built by the states Information Technology Dept. Information Technology costs include salaries; maintaining the hardware replacement schedule. All agency computers are on a 4 year replacement cycle. Replacements for the 09-11 biennium include 40 desktop and 8 laptop computers. All field office desk jet printers are replaced as needed, approximately every 2 years. High end printers are replaced every 6 years as deemed necessary. Printer replacements for the 09-11 biennium consist of 1 Plotter and 1 multifunction copier/scanner/printer in our Headquarters Office along with 4 desk jet printers. Software assurance for Microsoft Office is on a 3 year maintenance plan. Renewal of this contract is September 2009. The agency also pays a yearly maintenance and support plan for our TMA software. Phase 2 of our OMS application will be implemented in 2009-11. This application will also require maintenance upgrades as

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needed. All other software upgrades consist of individualized applications such as web page administration and media related software.

All other technology costs consist of telecommunication expenses to include cell phones, computer training; monthly data processing, maintenance, application server hosting, and programming charges; ITD support; travel and lodging associated with field systems support. Internal staff technical assistance requires major time commitments.

The NDPRD IT staff consists of one Data Processing Coordinator II, which at this tine is sufficient. However we are proposing additional maintenance and administrative staff at several state parks in this budget request. If approved additional support would be needed stretching time and resources very thin. As a small agency with limited budgets, recruitment and retention efforts, monetarily are non-existant. We strive to retain employees through flexible and enjoyable work environments

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5110	SALARIES - PERMANENT	$0	$76,416	$0	$76,416	$0
IT5131	ADDITIONAL SALARIES - OTHER	$76,416	$0	$0	$0	$80,000
IT5160	FRINGE BENEFITS	$0	$29,156	$0	$29,156	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$29,156	$0	$0	$0	$30,000
IT5310	IT SOFTWARE AND SUPPLIES	$46,000	$46,000	$10,000	$56,000	$56,300
IT5510	IT EQUIPMENT UNDER $5000	$30,000	$30,000	$20,000	$50,000	$50,500
IT6010	IT DATA PROCESSING	$87,270	$87,270	$10,000	$97,270	$100,000
IT6020	IT COMMUNICATIONS	$140,446	$140,446	$10,000	$150,446	$154,000
	Total Budget:	**$409,288**	**$409,288**	**$50,000**	**$459,288**	**$470,000**
001	STATE GENERAL FUND	$401,788	$401,788	$50,000	$451,788	$462,500
398	PARKS & RECREATION FUND - 398	$2,000	$2,000	$0	$2,000	$2,000
NO12	2002LWCF	$5,500	$5,500	$0	$5,500	$5,500
	Total Funding:	**$409,288**	**$409,288**	**$50,000**	**$459,288**	**$470,000**

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750 PARKS AND RECREATION DEPT

Version: 2009-B-01-00750

Project: IT01 Install T-1 lines to state parks

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Agency Priority - 1   **Project Type:** New initiative

Project description
Install T-1 lines to state parks to increase communication and data integrity. This project would provide for a more stable and consistent communication source and allow more efficient use of laptops in entrance booths for staff to check online reservation information and assist park users.

Briefly describe the business need or problem driving the proposed project.
The business need driving this project is basic communication. Phone lines, DSL interfaces provide limited and at times unstable communication links. With increasing web applications and users accessing outside sites, bandwidth is becoming severely restricted. The addition of T-1 lines will increase staff efficiency by wasting less time waiting for connection issues. They would also provide for more consistent and reliable network access.

Describe how the project is consistent with the organizations mission.
The project is consistent with our mission of providing excellent customer service with focus on necessary basic opportunities for internal staff. In order to achieve agency goals, staff must have the best available tools.

Describe the anticipated benefits of the project and who will derive the benefits.
Anticipated benefits include stable communication opportunities for internal staff and provision of improved access for park users. If installed, the lines will allow more capability to provide wireless access in our campgrounds and high use areas.

Describe the impact of not implementing the project.
Not implementing this project would force the department to maintain status quo and struggle with substandard network connectivity which would greatly impact our ability to deliver better customer service.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
None

Describe the additional costs?
NA

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $0

Optional Project Costs - $277,373

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Total Project Cost? -   **$0**

Tot Proj Costs + Optionals -   **$277,373**

What additional expenditures are being paid out of non-appropriated funds?

NA

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Project: IT01 **Install T-1 lines to state parks**

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5510	IT EQUIPMENT UNDER $5000	$0	$0	$13,600	$13,600	$13,600
IT6010	IT DATA PROCESSING	$0	$0	$234,960	$234,960	$234,960
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$28,813	$28,813	$25,000
	Total Budget:	**$0**	**$0**	**$277,373**	**$277,373**	**$273,560**
001	STATE GENERAL FUND	$0	$0	$277,373	$277,373	$273,560
	Total Funding:	**$0**	**$0**	**$277,373**	**$277,373**	**$273,560**

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Agency Priority - 2   **Project Type:** Major enhancement/upgrade

Project description
The NDPRD Onlline Management System (OMS) was developed during the 2007-2009 biennium and went live on April 1, 2008. As with any new application there are additional items/services which need to be added and a laundry list of initial issues to be addressed, however the funding of $160,000 ran out before the fixes were completed. And there are other smaller applications running on other environments that we wish to include within this system.

Briefly describe the business need or problem driving the proposed project.
The business need is based on running all applications under the same environment and providing fixes to allow the system to run more effectively and efficiently.

Describe how the project is consistent with the organizations mission.
This project will assist in meeting the agency mission by providing optimal services to park users in one application. Providing excellent customer service is a goal of the department.

Describe the anticipated benefits of the project and who will derive the benefits.
If approved this project would be most beneficial to park users and those wishing to access NDPRD services. We have received many compliments on the current system and these enhancements would streamline processes and offer additional services. Administrative staff would also benefit as business processe fixes would allow for more flexibility and ease of information retrieval. Another benefit to the department includes a more reliable audit trail for revenue collection.

Describe the impact of not implementing the project.
Not implementing this project would impact park users the most. Services would continue to be scattered without the ease of all applications under the same umbrella. Glitches would remain and the price to fix will continue to increase.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
None

Describe the additional costs?
NA

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs - $188,214

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Total Project Cost? -
Tot Proj Costs + Optionals -   **$188,214**

What additional expenditures are being paid out of non-appropriated funds?
NA

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6030	IT CONTRACT SERVICES & REPAIRS	$160,000	$0	$188,214	$188,214	$100,000
	Total Budget:	**$160,000**	**$0**	**$188,214**	**$188,214**	**$100,000**
001	STATE GENERAL FUND	$160,000	$0	$188,214	$188,214	$100,000
	Total Funding:	**$160,000**	**$0**	**$188,214**	**$188,214**	**$100,000**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
IT Architecture Review

The State Water Commission (SWC) is responsible for the management and regulation of the water resources in the State of North Dakota. The mission of the agency and the State Engineer . .

> . . . is to improve the quality of life and strengthen the economy of North Dakota by managing the water resources of the state for the benefit of its people . . .

The SWC utilizes information technology to support almost all facets of the business operations surrounding water resource management. Agency IT requirements are generally driven by the scientific applications used for water resource analysis. Advanced data analysis, research, data modeling, and engineering applications are routinely combined with customized applications that are developed internally. Because of the wide range and diversity of applications used, the IT infrastructure must be open and extensible. An open framework supports a wide range of diverse applications, which makes it possible to easily scale and evolve the IT infrastructure to accommodate changes in current initiatives as well as any new initiatives.

Currently, the SWC has implemented a collection of services and solutions that are based on a range of open source and commercial application development solutions. The core of the SWC's infrastructure is based upon 4D's data management / application environment. 4D provides a unique application development environment integrated with a robust data management engine. While 4D provides a robust data management engine and a very rich application framework, it does have significant limitations when addressing both spatial and temporal aspects of the water resource data. As a result, there are numerous third party application that are used in conjunction with the 4D engine for analysis and display of both spatial and temporal relationships within the data.

In an effort to provide better tools and resources for working with the spatial aspects of the water resource systems that are managed by the SWC, significant effort has been made over the past four years to integrate GIS and related mapping services. While initial attempts were made to use the leading commercial solution available from ESRI, open source solutions provided a much more flexible and robust solution for addressing the complexities associated with existing infrastructure and the necessary resources to provide extensible solutions that could be used with other base tools available within this discipline.

Currently, the IT infrastructure in use at the SWC has not only been tailored to unique aspects water resources in North Dakota, but also to unique aspects of managing North Dakota's water resources. While 4D provides the basic management foundation, the SWC makes use of PostgreSQL/PostGIS to address spatial aspects of the data. MapServer and Apache are used to provide the application framework and the spatial presentation engine on top of the PostgreSQL/PostGIS infrastructure.
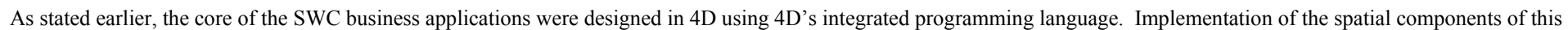
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As stated earlier, the core of the SWC business applications were designed in 4D using 4D's integrated programming language. Implementation of the spatial components of this

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infrastructure required the use of PHP, JavaScript, MapScript, and some XML. All data management functions are currently performed within the 4D data engine. PostgreSQL is used as a bridge between the 4D data engine and the mapping capabilities provided by MapServer and PostGIS.

Currently, the SWC maintains the following line of business applications:

Well Inventory – This system provides data management functions for the collection and analysis of the data that supports the management of North Dakota's ground and surface water systems. There are currently more than 33,000 sites for which data has been collected throughout North Dakota. This system includes subsurface information for more than 24,000 of these sites. This system also includes nearly 2.8 million water level observations and nearly 59,000 water chemistry samples. This system also houses the domestic log reports filed by private well drillers for more than 56,000 sites throughout North Dakota.

This system is an integral part of the SWC's water management program and directly supports the necessary tool base to evaluate appropriation requests for both surface water and ground water systems. North Dakota currently maintains the most extensive and comprehensive water resource data systems in the country and the resources associated with this system have been extended to the web to make this data readily available to the public and private sectors.

Water Permits – This system provides management functions for North Dakota's water appropriations. It includes all of the necessary legal information related to requested and approved water appropriations as well as related historic water use reporting. This system also includes management functions for all temporary water permits that are processed in North Dakota.

Retention Structures – This system provides management and reporting capabilities for all of the major water retention structures in North Dakota. This includes Dams, Dikes, Diversion Structures, Dugouts, and other types of retentions structures. This system also includes an inventory of the majority of legal drains in North Dakota. In addition to the structures and drains, this system also provide management functions related to construction permits in North Dakota as they pertain to the construction of water retention structures.

Precipitation Stations – This system provides management for the network of private observers that report precipitation information throughout North Dakota. This network is maintained by the Atmospheric Resource division of the SWC and represents one of the largest and most comprehensive observer networks in the US. This system includes station information, daily precipitation values, and observed occurrence of hail events.

Flight Operations – This system provides support for the cloud seeding operations performed by the Atmospheric Resources Division. This includes flight tracking, inventory tracking for designated chemicals, and other related functions that pertain to the field operations that are conducted June through September.

Survey System – This system provides internal management for North Dakota's survey benchmarks. In addition, it provides a self-service utility for the Survey community to access North Dakota's survey repository, GLO's, and relevant benchmark data.

Spatial Services – This system provides tools for converting North Dakota Public Land Survey to relevant coordinate data. This system basically provides spatial support services to all of the other data systems.

While 4D is a cross-platform system and will run on either Macintosh or Windows platforms, the implementation of 4D and the backend open source systems are uniquely designed to work with the Unix environment provided on the Macintosh platform. The Unix platform provides greater utility to integrate the various tools that are available for

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water resource management than is available under Windows.

All of the business applications in use at the SWC were designed, developed, and maintained by internal staff. Most of the development at the SWC revolves around scientific application requirements. As a result, it is very difficult to assign these types of tasks to traditional IT programmers. The SWC currently maintains two staff positions within the IT section to develop and support the agency application base. One position is classified as a Hydrologist, and the individual within this position has training in hydrology and meteorology. The second position carries the Information Technology Administrator classification, and the individual within this position has training in geology, geohydrology, and geography. In addition to the core application services, other staff members in the agency also contribute to the development of some of the more focused tools that surround the primary business applications. While these positions do not contribute any time to the core business applications that are in service, the tools that they provide do augment the business applications to address specific analysis needs unique to specific water resource management functions.

Planned Infrastructure Activities and Changes

Operational Infrastructure

In 1999, the SWC developed a needs assessment that addressed the scientific and engineering requirements for the agency as it moved forward. This needs assessment ultimately led to the strategic planning that laid the foundation for the current infrastructure. Within this assessment, the framework that was defined identified significant investments that would be required in the IT infrastructure, if the agency was to continue to meet it's water resource management obligation in the future.

During the 01-03 and the 03-05 bienna, the SWC's IT infrastructure was completely re-engineered to provide a framework for the agency to develop the necessary tool base to meet the challenges that the agency would face over the next two decades. During the 05-07 biennium, additional components of the infrastructure framework were completed and significant work was completed to integrate and extend much of the IT infrastructure to address many of the key scientific functions required for water resource management. At the end of the 05-07 biennium and during the first half of the 07-09 biennium, the SWC successfully completed the migration of our desktop fleet to a single platform that provides better uniformity and consistency to support the daily work requirements and better support for back-end resources like the computational cluster.

At the end of the 2003-2005 biennium, the Water Commission contracted with ITD to re-wire the State Office Building to accommodate a network infrastructure capable of delivering gigabit speed to the desktop. This project was completed in anticipation of the network performance requirements to accommodate large file and data transfers that routinely occur within a scientific GIS operation. During the 2005-2007 biennium, the SWC continued to operate the network at speeds of 100 mb because ITD's per port costs for gigabit were still rather restrictive and because the agency needs for gigabit performance had not fully materialized. During the 07-09 biennium, the network was upgraded to gigabit infrastructure to accommodate the large data transfer requirements associated with the image data and the computational resources that have been developed.

As the agency moves forward, there are four key areas that will require ongoing attention. These include Data Management, GIS services, Computational Clustering capabilities, and Storage Management.

Data Management

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Data collection is an integral part of many of the SWC's on-going water resource management operations. Water resource data pertaining to water levels, water chemistry, and well information is collected for purposes of monitoring impacts to North Dakota's ground and surface water resources. This includes on-site data collection by agency field staff and private contractors, and continuous data collected using electronic methods. The SWC also collects real-time data for radar and flight operations for the North Dakota's weather modification and hail suppression program. GPS technology is used to collect real-time data within many of the flight operations. GPS technology is also used to generate the necessary survey base for construction projects and many other site-specific projects requiring spatial reference information.

The SWC maintains cooperative reporting programs for purposes of collecting water use information, private domestic drilling information, and observed precipitation information. In addition, the SWC is involved with a variety of data collection efforts to obtain site specific information relevant to water permits, dams, drains, wetlands, and other construction projects that pertain to water diversion or retention. The SWC also routinely collects and processes aerial photography for many areas where there has been significant irrigation development for purposes of monitoring irrigation, evapotranspiration, and other parameters relevant to water resource management.

The SWC has implemented a wide range of technology solutions within various aspects of the data collection programs. The SWC has implemented electronic monitoring tools in many of the data collection programs in an effort to provide more accurate data and to reduce overall cost associated with data collection. This includes the use of electronic transducers for purposes of monitoring water levels in real-time. In addition to electronic collection efforts, technology has also been implemented in the form of hand-held devices and laptops to facilitate field entry and eliminate re-entry into back office systems.

The SWC has developed a fairly extensive data management infrastructure to accommodate the volume of data that is collected. This data management infrastructure has been developed to address the unique needs associated with management of water resource data, which include both spatial and temporal components. The SWC has extended the data management to include tools and resources that aid in data collection and data analysis processes.

The data management infrastructure currently maintained by the SWC is based upon a distributed client-server architecture. Given the diverse types of data collected combined with the broad range of analysis requirements, the SWC has expended considerable effort to establish an open and extensible management infrastructure that will support the very different types of data and the associated collection, management, and analysis efforts. This infrastructure currently supports industry connectivity standards, including ODBC, JDBC, XML, Web Services, Oracle OCI, and many others. At this point, the SWC can push or pull data to almost any commercial software that uses standard communications protocols, and all of the data collected by the SWC is available for public access over the web.

Currently, the SWC maintains a data management system with more than 5 million records. This includes water levels, well information, chemistry, lithology, water permits, water use, dams, drains, diversion structures, wetland information, precipitation, and survey notes. In addition to these data resources, the agency also maintains significant spatial data resources in the form of vector and raster data sets maintained within the state GIS hub and within SWC infrastructure.

GIS Services

As part of the needs assessment that was developed in 1999, the SWC identified the role that GIS would play in the development of future water management resources. This assessment clearly identified the size and scope of the infrastructure required to provide the necessary GIS resources. Given the size of the user base that would be served at the SWC, it was not cost effective for the SWC to develop core components of this infrastructure internally. Therefore, recommendations were made for ITD to provide these core components of the infrastructure so that they could be extended to a larger user base. The SWC worked closely with ITD to develop the strategic and funding requirements

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necessary to provide the state with a shared GIS infrastructure capable of delivering base GIS services for the state government users. The SWC has also been instrumental in the data development and implementation of the state GIS hub.

While the GIS hub provides core services required for the SWC's GIS initiative, the majority of tools and management functions required for water resource management will need to be designed and built internally in order for these services to provide value for water resource management. While the agency obtained funding to deploy some initial resources using ESRI's base infrastructure, both the ESRI cost model and limitations with ESRI's support model for open industry standards made it difficult to build the necessary infrastructure around the ESRI model. As a result, selected open source alternatives were evaluated and deployed through the 2005-2007 biennium. The open source solutions that were selected were capable of being deployed on existing hardware infrastructure and supported the same industry connectivity standards as the existing SWC data management infrastructure. This provided significant opportunities to develop integrated data management solutions and more comprehensive data analysis solutions that better meet the flexible requirements associated with managing North Dakota's water resources.

The majority of the GIS infrastructure required to provide the necessary services for the SWC is currently in place and is integrated with the current management programs. Moving into the 2007-2009 biennium, the SWC completed many of the analysis tools that will provide the foundation for future water resource management efforts. Most of this tool base will require on-going maintenance and development as we move into the 2009-2011 biennium.

Computational Services

Increasing demands for more comprehensive analysis of surface, subsurface, and atmospheric systems has required the agency to develop more sophisticated modeling capabilities. Currently, the agency uses a variety of modeling tools available from the US Geological Survey, US Bureau of Reclamation, the US Army Corps of Engineers, and other sources. These tools are used to provide insight into the environmental and geologic characteristics of these systems so that the agency can develop better operational and management methods for the respective systems.

While many of these tools have been available for some time, the application of these tools has evolved in recent years and utilization of these tools now demand far more resources to achieve useful results. In most cases, the model requirements exceed the computational capabilities available on a single desktop or server. The current server base that has been deployed provides tools capable of addressing the computational requirements for the next generation of ground water, soil profile, surface water, and atmospheric models. The parallel processing technology can also be extended beyond the server core to include the higher end desktop workstations. This capability has allowed the agency to leverage not only the server core, but also all of the agency desktops to extend the computational resources as needs grow and evolve. Because of the nature and extensibility of the core IT infrastructure, the SWC has developed and will continue to grow and evolve super-computer class computational resources for little or no cost.

Storage Management

The SWC is responsible for many paper data resources for which there are no duplicates. This includes the General Land Office (GLO) survey plats, Survey Notes, Water Permits, Drillers Logs, and many other resources. Historically, these resources existed in paper form and there are no backup copies available, and many have deteriorated with age. In order to preserve and maintain these data resources, the SWC digitized many of these resources to provide digital copies to be used in-house and to provide a means of storing copies off-site for disaster recovery purposes. In addition, most of these resources have also been made readily available to the general public as well.

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Over the past twenty years, the SWC has collected aerial imagery and other remotely sensed data of many areas where irrigation development is growing and in areas where there has been flooding or flooding concerns. This imagery is an invaluable resource for determining and documenting hydrologic conditions relevant to specific events. Historically, this imagery was provided in paper form. However, with improvements in GIS and image technology, this data can now be used within GIS to provide better utilization of the data. The SWC has completed the digitization of the image resources that are available within the agency, and now efforts are focused on the conversion of these resources into spatially enabled products so that they can easily be used within a GIS framework.

In addition to digitizing many of the historic paper records and the imagery, the SWC has also increased the volume of data that has traditionally been collected for water resource monitoring through the use of continuous recorders and other means. This has resulted in significant increases in the data that is collected and maintained by the SWC.

In order to accommodate increasing storage requirements, the storage infrastructure for the SWC was completely re-engineered during the 2001-2003 biennium. There were several factors that contributed to the architecture that was implemented which included a requirement to provide a more functional and systematic means for managing storage for the agency. It was necessary to provide storage services that were independent of the server resources so that available storage could easily be increased as additional data became available. By separating storage and servers, the storage services can also be used more efficiently across the entire server base. The storage infrastructure that was implemented has accommodated the storage requirements for the SWC and has provided a means of controlling storage costs to levels that do not significantly exceed standard desktop storage costs.

Since the introduction of the SAN storage solution in 2001-2003, the SWC has added additional storage to accommodate the storage requirements associated with many of the initiatives already mentioned. Currently, the SWC maintains SAN storage with an available capacity of 32 TB.

Return on Investment

It is very difficult to look at the SWC's IT and separate it from the context of the agency business model to determine the effectiveness of that investment. If you instead look at the agency business model, there are many factors that require consideration in order to make this type of assessment, and many of these are rather subjective. For purposes of the strategic plan, the effectiveness of the IT investment will be developed by comparing the costs of the existing system at the SWC to the costs that would be incurred if the same services were provided by ITD. This includes File and Print services, storage, application services, application development, and web services. ITD's current service model provides an effective means of measuring the efficiency of the SWC's IT infrastructure as it represents current state standards and would be representative of costs that would be incurred under the current standard model presented for state government. The estimates used here are based upon ITD's current rate structure.

File and Print Services

File Services are currently maintained at the SWC on an internal server that also provides many other services, which include network monitoring, directory services, and others. This server is also used to manage the computational services that are being supported by the server core. The SWC currently does not use any print services. Costs to implement File Services from ITD would present a server cost of $14,400 for the biennium and user fees of $4,590 for a total of $18,990. This service would be dedicated to File and Print services and would not address any of the other services currently maintained on the agency internal server.

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Computation Services / Distributed (Grid) Computing

ITD currently does not provide any form of computational services, nor is there any plans to provide this in the future. Therefore, it is not possible to use the ITD model to properly evaluate this service. It is also difficult to determine the costs associated with performing this function with an alternative infrastructure as the SWC has currently implemented this functionality on top of the existing servers and the existing Macintosh end-user desktops with no additional licensing costs. It would be fairly easy to state that there is no additional cost associated with the deployment of this service using the existing SWC IT infrastructure. Also, any other technology platform would be limited to the server component of the existing SWC xGrid cluster. Therefore, there is no real alternative that would provide any return given the server infrastructure that would be required to achieve the same computational capabilities that are currently provided by the SWC xGrid cluster. As a result, it is highly unlikely that the SWC would be able to deploy any form of Grid computing capability under any other infrastructure architecture.

Application Services / Web Services

The SWC currently maintains ten separate application services that provide the application base and data management services for the agency. ITD's current rate structure is tiered. However, based upon discussions with ITD, the SWC could be looking at a monthly rate of approximately $375 per application. This translates to $72,000 for the biennium. In addition to the application services, the SWC also maintains a web service application that is fully integrated with current data management systems. This application would also require some re-design, but just the monthly web service hosting fees would have a biennial cost of $9,000. This brings the total application and web service hosting fees to $81,000 per biennium.

Storage Services

Storage demands for the SWC are measured in terabytes, not gigabytes or megabytes. The SWC is involved with various state and federal partners where large data collection efforts are underway or have been completed. Many of these collection efforts have yielded aerial photography, LIDAR, satellite imagery, and other types of data products that have large storage requirements. Most of the imagery and data products are currently stored in digital format. It has not been practical or feasible to put these data products on-line until just recently as a direct result of the cost-effective data storage infrastructure deployed by the SWC.

The SWC currently maintains storage services with approximately 32 terabytes of available storage. All of this storage would be equivalent to ITD's current Silver storage service, which ITD provides at $5/GB/month. Using this rate structure, total biennial storage costs for 32 terabytes would be $3,840,000. In addition to the storage requirements, the SWC will also require tape archival of components of this data. Using ITD's current rate structure for tape archive, the biennial cost for tape archive would be approximately $238,000. When combined with the storage costs, this brings the total biennial storage cost to $4,078,000.

Application Development

The SWC began using 4th Dimension (4D) in 1990 for purposes of data manipulation and data management because the solutions available from ITD were not capable of meeting agency requirements. The 4D environment extends beyond data management to provide integrated application services. This environment has grown over the past 16 years, and 4D is now the primary data management and application base used by the agency.

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The agency has re-evaluated the 4D infrastructure in responses to changes at ITD. While previous ITD (CDP at the time) mainframe solutions did not provide the necessary flexibility, more recent ITD solutions using Oracle or SQL Server could provide the necessary flexibility to meet agency data management requirements. However, maintenance costs associated with data management built around ITD's infrastructure was found to be more than 10 times that of the current infrastructure, and this did not include the costs of re-designing and re-building the existing 4D infrastructure. Therefore, the agency elected to maintain the 4D infrastructure.

In order to utilize ITD's infrastructure, the current application and data management infrastructure at the SWC would need to be re-designed and rebuilt to run within ITD's supported infrastructure using Oracle for data management and Java for application services. Without a detailed cost estimate, projecting the design costs for the SWC's existing systems is somewhat subjective. However, this exercise does serve to provide a framework for consideration. The estimates presented here were derived by projecting the number of hours anticipated for this type of project. Once the hours were identified, ITD's rate structure for programming and project management were used to develop the cost projections.

The SWC currently maintains ten application services for general data management that would require re-tooling. In addition, the SWC web services application would also require a significant amount of work to provide the same integration with the new data management infrastructure. In order to rebuild all of the existing services, the SWC has estimated an initial programming overhead of 17,075 hours at a rate of $63/hour. In addition, estimates for project management were placed at 1,495 hours at a rate of $75/hour. The estimates derived for project management were somewhat low because in this case the existing systems should provide a reasonable design, which should reduce the time spent in project management. Using these estimates, the SWC has identified a total cost for rebuilding the current application infrastructure to be $1,187,850. These estimates do not include agency staff time for training relevant to the new system, nor does it include down time and lost time. These estimates also do not include costs and overhead associated with maintaining parallel development efforts that will be required if the agency were to move forward with the existing 4D system during the two to three year period in which the new systems are under construction.

Summary

There will be other unforeseen costs beyond those presented that will impact the overall costs associated with an infrastructure model supported by ITD. However, the costs presented here provide sufficient detail to compare the agency's current infrastructure costs with those provided under ITD's current model. If the standard model supported by ITD has been identified as the most cost effective model for state government, then it should provide an effective metric to evaluate the costs and benefits associated with the infrastructure deployed by the SWC.

The IT budget for the SWC is presented below for the last five biennia along with the projected budget for the 2007-11 biennium. In addition, the costs projected for the 2007-09 biennium and the 2009-11 biennium based upon an infrastructure provided by ITD are also provided. Only core IT services were included so that the price differences could be presented more clearly. For the costs projected for the 2007-09 and 2009-11 under ITD's infrastructure, ITD Services includes the $304,241 that is currently projected for the agency budget as these include network and telephone fees that will still be required. Also, the hardware and software items were lowered for the ITD supported alternative to reflect the reductions in agency server infrastructure requirements. Application development costs presented above were not included in the comparison as these represent one-time costs and are not reflective of base infrastructure costs. However, these costs ($1,187,850) would be incurred in the event that the SWC were to elect to utilize the infrastructure provided by ITD.

Biennium	ITD Services	Contract Services	Training	Hardware	Software	Total

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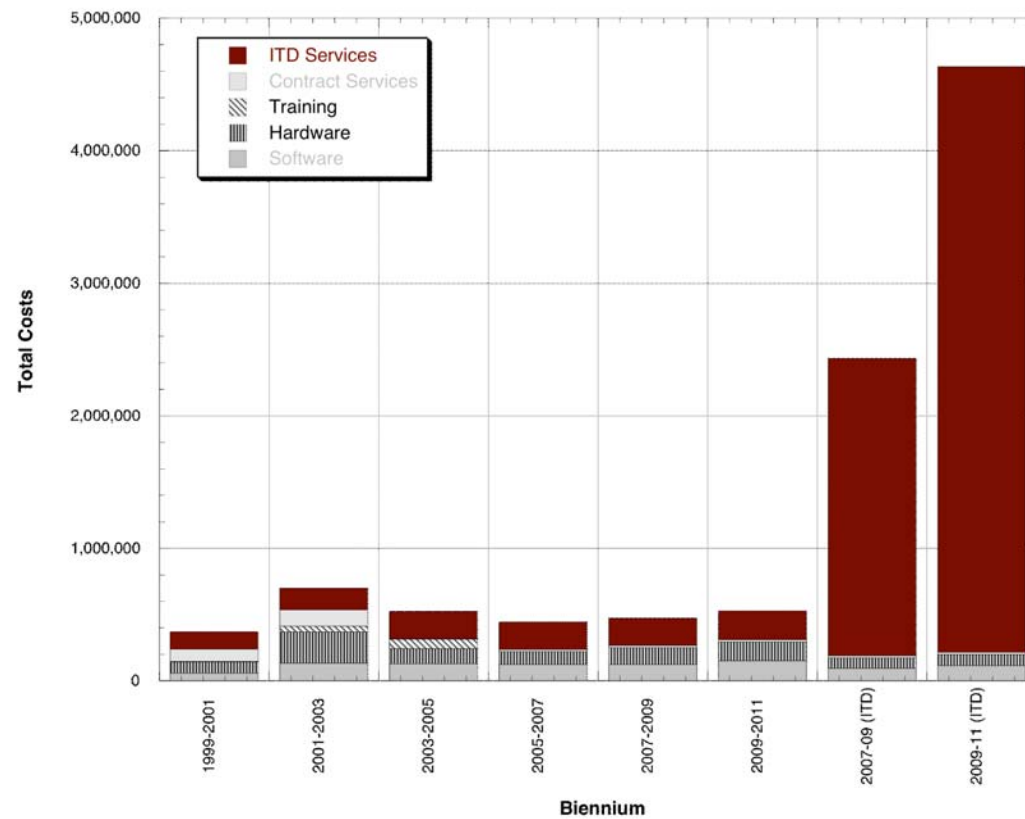
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1999-01	132,155	93,000	4,000	84,000	59,000	372,155
2001-03	163,148	123,733	42,500	237,333	133,730	700,484
2003-05	205,352	3,317	7,500	114,169	129,944	460,282
2005-07	206,159	16,445	0	97,356	124,500	444,460
2007-09	204,532	16,445	0	127,356	124,500	472,833
2007-09 (ITD)	2,432,475	16,445	0	78,000	96,000	2,432,475
2009-11	218,467	16,445	0	142,356	152,500	529,768
2009-11 (ITD)	4,417,590	16,445	0	85,000	114,500	4,633,535

SWC IT Costs / Comparison

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While there would be savings in both the hardware and software line items, these are more than offset by the increases in the ITD Service costs. The overall total presents an increase in base infrastructure costs that approached $2 million dollars in the 2007-09 biennium, which would have only been offset by $77,856 dollars in savings in the hardware and software line items. Likewise, the overall total projected for the 2009-11 biennium represents an increase of more than $4 million dollars. Again, this would be offset by $95,356 dollars in savings in the hardware line items during the 2009-11 biennium.

The FTE line item was not included in this analysis because of the differences in accounting for FTE applied to IT over this time period. Currently, the agency has 2 FTE's allocated to IT. Even if both positions could be eliminated, the ITD supported infrastructure would still represent base increases of more than $3.6 million dollars per biennium. In reality, it is not reasonable that either IT position could be eliminated because agency IT operations would still require internal management and administration even with ITD supported infrastructure.

In addition to the areas identified in this analysis where there are known costs, there are many other facets to the current infrastructure that were not identified or addressed. In particular, the computational services that the agency has developed within the existing infrastructure would not be available within the existing infrastructure provided by ITD, and if they were to be developed, there would be additional costs associated with these services.

In the end, return on investment can only be determined by applying subjective criteria to evaluate the performance of the SWC in fulfilling the water resource management mission for which it has been tasked. When the costs and functionality of the current IT model developed by the SWC is compared with implementation under the model provided by ITD, the SWC has performed extremely well and has implemented technology that is appropriate and cost effective to meet the agency business requirements. This has been defined and well documented over the years within the strategic planning process. If the agency is to accomplish the same tasks and provide the same functionality to agency staff and the same level of services to the general public using the consolidated infrastructure, it will cost the agency an additional $4 million per biennium. Additional information and a more detailed breakdown of this information are available if needed.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
Increases are attributed to the following. Salaries were increased by the legislated increases and increases in overhead rates. Changes in ITD's network fee structure and increased telephone useage and costs have contributed $33,245. Increases in ConnectND fees represents an increase of $10,824. Increased Software Maintenance costs and miscellaneous hardware items provided an increase of $43,000. All of these combined provide for an increase of $124,029.

2. Total number of desktop computers: 82
   Number of desktops for which you are requesting replacement funding: 42
   Average replacement cost/desktop: 1,800

3. Total number of laptop computers: 13
   Number of laptops for which you are requesting replacement funding: 7
   Average replacement cost/laptop: 3,300
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   3 **6**   0 **7**   92 **8**   0

4. What percentage of these pcs are running the following operating systems:
     (total should be equal to 100%)

Open Source OS	0 %
MAC OS	90 %
Windows Vista	0 %
Windows XP	5 %
Other	5 %

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan
IT Asset Management Plan

The State Water Commission (SWC) currently maintains IT infrastructure to support 84 FTE's. This infrastructure includes the necessary technology to serve the desktop needs as well as the server, storage, and back-office needs for most of the SWC business functions. In addition to the standard office automation peripherals such as printers and photo-copiers, the SWC also maintains large format plotters and printers as well as large format scanners to address business requirements for natural resource management.

The SWC currently supports all development, maintenance, and procurement functions for IT with internal staff. The SWC maintains 4 FTE's for purposes of supporting the IT infrastructure and related data management and data development functions required to address the agency business needs for Water Resource management. While all four positions provide some support for the agency data management infrastructure, only one FTE is dedicated to provide help desk and related maintenance, procurement and desktop deployment functions. The other 3 FTE's provide some indirect support, but for the most part are focused on data management, data development, and program development

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related functions in direct support of the agency data management requirements.

In order to provide the necessary tool base to address the various aspects of the agency business model, it is necessary to maintain an IT infrastructure that is relatively current. This includes maintenance, management, and replacement of much of the IT infrastructure on an on-going basis. The current IT asset management plan in place at the SWC varies depending upon the type IT equipment. In order to maintain the IT infrastructure so that it all works together and continues to meet the on-going needs of the agency, replacement schedules have been developed for much of the technology deployed at the SWC. Different replacement schedules have been developed for the different classes of equipment to provide more efficient utilization of the limited resources available to provide optimal maintenance and operability of the agency IT infrastructure. Each of the major categories will be discussed separately.

Desktops

For the past 20 years, the SWC has maintained a mixed platform shop with both Windows and Macintosh users, and a minor mixture of Linux workstations. In 2006, Apple introduced its first Intel based Mac, and in 2007, Apple migrated its entire product line to the Intel architecture. This provided an opportunity to standardize the SWC desktop hardware on a single architecture that would support all of the different OS requirements for agency users. Essentially, this has provided a hardware independence that has improved the efficiency of desktop deployment and replacement. Because the Apple Macintosh computer will run MacOSX, Windows, and Linux natively, the SWC can now purchase new hardware without regard to the OS requirements of individual users. More importantly, as we migrate the existing hardware within the agency, there are no longer any hardware barriers to prevent the utilization of the technology wherever it is most needed.

Currently, the SWC has standardized on the Macintosh Desktop computer with Apple's Mac OSX as the base operating system. Through virtualization any other OS can be run without any performance penalties. Ironically, this environment has provided a better solution for managing Windows deployments than was available with standard Windows systems. Through virtualization, Windows and Linux distributions can be created and then deployed simply by dragging disk images across the network.

The SWC has a range of desktop system requirements, which includes everything from a shared workstation deployment to very high-end computational modeling workstations. Given this variability, the current standard 4 year replacement cycle advocated by EA does not work well for the more advanced scientific requirements where end-user needs are better served with a much more aggressive replacement cycle. However, at the other end, user demands at the office automation stations and the shared workstations are generally much lower and can be upgraded much less frequently. As a result, the SWC has adopted an upgrade policy where the advanced high-end workstations are generally replaced every 2 to 3 years. The displaced machine is then migrated down within the user hierarchy to users with lower requirements. The net effect is that the desktop fleet in general adheres to the 4 year replacement cycle.

In addition to the standard desktop users, the SWC has many users that require mobile computing for brief periods during the year. While in the past the SWC provided shared laptops to address mobile user requirements, better mobile technology combined with better tools to integrate laptops within the desktop environment has changed the approach toward mobile technology. Currently, the SWC is exploring options to replace desktops for mobile users with laptops as their primary workstations combined with docking station functionality. This approach has effectively reduced the total number of computers required to meet the agency user needs.

The SWC currently maintains 73 desktop computers. The agency also supports 6 laptop computers that are used as the primary machine for staff with mobile requirements. In addition, 7 laptop computers are maintained for purposes of addressing the mobile requirement for the remainder of the staff with occasional mobile requirements.

Monitors

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Desktop monitors in use by the SWC have evolved over the years from a CRT based technology to primarily flat panel technology. There are still some CRT monitors in service at the SWC, but they represent less than 10 percent of the current monitors deployed, and they will all be replaced with flat panel monitors within the 09-11 biennium. The SWC has adopted a replacement strategy for monitors that is more closely tied to the life-cycle of the monitors. Based upon the life-cycles that we have experienced with the CRT technology, monitors are targeted for replacement between 5 and 6 years. The introduction of flat panels may change this strategy, but most of the flat panels currently in service are generally less than 4 years old and it is not clear at this point if they will provide life-cycles that are equivalent or longer than the CRT technology. In addition, the SWC has standardized most desktops on Apple's iMac platform that includes a built-in monitor. Therefore, these will logically be replaced with the computer.

Printers / Copiers / Plotters / Scanners

Historically, the SWC maintained an array of network business printers, photocopiers, high-end color printers, large format plotters, and a few inkjet color printers. Printing technology has evolved significantly over the past decade, and the SWC has consolidated the majority of the agency print services around two high-speed digital photocopiers. The agency still maintains two high-end color laser printers; the first was purchased in 2001, and the second was purchased in 2006. In addition, there are still three workgroup printers that are available in key areas for purposes of addressing specific print functions that can not be addressed through the digital photocopiers.

With the integration high-speed print services, the digital photocopiers replaced the functionality of more than 8 printers that were on the network prior to their introduction. However, at the time that the Savin photocopier/digital printers were purchased, adding color was still very cost prohibitive. As the Savin copiers reach end-of-life, their replacements will include color capabilities with more advanced functionality, and the long-term strategy for the agency will be to eliminate the stand-alone color printers. As a result, the SWC's printer resources will likely consist of 2 multi-function digital photocopiers with maybe one or two single function workgroup printer in key areas. Replacement cycles on these will be dictated by life-cycle, which based upon the current digital copier technology appears to be between 6 and 8 years.

In addition to the general-purpose business printing requirements, the SWC will continue to require large format printing capabilities. These are currently being met with a large format HP DesignJet printer. The replacement cycle for this device will be dictated by the life-cycle of the printer which is somewhat governed by it's use. Based upon current usage, it would be reasonable to assume that the replacement cycle for this device will continue to range from 6 to 8 years.

Similar to the workgroup and color printing, the SWC has replaced many of the stand-alone scanners that were scattered throughout the network with the scanning capabilities that are integrated within the digital copiers. In addition, the SWC also maintains a large-format scanner for purposes of scanning large maps, plats, and plans. Again, the replacement cycle for this device will be dictated by life-cycle which appears to be in the range of between 6 and 8 years as well.

Servers

The SWC maintains all of the server infrastructure to support the agency data management and application requirements. Unlike the desktops, monitors, and other peripherals, server replacement cycles are more often dictated by application requirements and software resource requirements than by equipment life-cycles. It is not uncommon to upgrade or implement software changes that will vastly change the load and demand placed upon the server. Because server performance and reliability impact the productivity of all SWC employees, replacement cycles are matched to the functions that the server provides. Typically, the agency database-application servers require greater performance with greater RAM requirements. These servers are generally replaced more frequently with an average replacement cycle of approximately every 2-3 years. Typically, the displaced servers

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are then re-conditioned to replace the role of the file server, web server, and SAN meta-data controllers. As a result the replacement cycle on average for all of the server is between 3 and 4 years.

Storage

In addition to the storage that is attached to each desktop, laptop, and server that is replaced as the respective system is replaced, the SWC also maintains SAN based storage infrastructure. With the overwhelming growth in storage requirements to address both the digital capture of the historic image resources and on-going management initiatives to collect image data, the SWC was required to address server storage. Internal server storage and direct attached storage did not provide the long-term expansion capabilities nor effective management options to address the growing storage requirements for the agency.

In 2003, the agency implemented the current SAN solution to provide a storage platform that was independent of the server infrastructure. The SAN was deployed with 6 TB in 2003 and has since grown to include approximately 32 TB. The SAN storage is maintained and managed independent of the server infrastructure, and as such, a replacement strategy has been developed that requires replacement of the disk and related subsystems every 6 years. Given the constant increases in density of storage, this replacement strategy is expected to provide the necessary replacement of aging infrastructure as well as increased storage capacity to meet on-going increasing storage demands.

Software

The SWC maintains a policy to keep all software current. Over the years it has been determined that routine incremental upgrades are far less traumatic on the day-to-day business model than larger periodic wholesale updates. Given the mix of software tools that are used within the agency, this includes an array of different schedules and software maintenance issues. For many of the larger applications and software suites the agency is enrolled in annual maintenance to maintain the current state of the software. This includes ESRI's GIS software suite, Microsoft Office, ERDAS, Groundwater Vistas, and AutoCad. In addition, the agency currently enrolls all of the desktop Mac OS software and the Mac OSX Server software in Apple's 3-year maintenance plans. Beyond the software with pre-defined maintenance plans, the remaining software is upgraded as upgrades are made available. Generally, this ranges from 12-month intervals to 24-month intervals.

Staff Retention and Recruitment

Recruiting and maintaining qualified IT staff is difficult in an environment where you have little control over salary structures. This is even more relevant today when industry demand for IT professionals is increasing. When comparing IT salaries for SWC IT staff with the 2006 and 2007 edition of Wages for North Dakota Jobs (published by Job Service North Dakota) for similar positions in the Bismarck-Mandan area, inequities exist that range from between 20% to 40%. This gap widens even further if you expand the comparison to a regional or national scope.

While salary is a very important factor that contributes to effective recruitment and staff retention, it is not the only factor that drives IT professionals. In spite of deficiencies in salary structure, the SWC has been very fortunate to recruit and maintain a very qualified IT staff. This can be attributed to a large degree to the type of infrastructure that is maintained at the SWC and the management structure that has been implemented. The SWC maintains an environment where the individual IT staff have considerable latitude with direct involvement with the development and deployment of IT solutions end-to-end. This provides the ability for the staff to learn and grow within their position. In the end, this type of latitude provides a better work environment for the IT staff and yields significant benefits to the agency as more innovative solutions are allowed to be developed and

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implemented.

Currently, there are two separate problems facing the SWC as we try to move forward and recruit and retain the IT expertise to drive the agency business model in the future. The first is salary and the second is the maintenance of an open environment that will continue to foster personal innovation and involvement that most IT professionals seek. While salary may not be the only factor driving IT professionals, as the gap widens between state employment and the private sector, it will become increasingly difficult to maintain qualified professionals within state government. The more glaring problem facing the SWC is current trend toward consolidated and standardized IT services within state government. The consolidated model that was imposed on many agencies recently significantly reduced or eliminated the hands on involvement with technology for the IT staff within those agencies. As you eliminate hands on interaction and responsibility for the technology and replace it with filing work requests and work orders, creative and capable IT professional will begin to look elsewhere for opportunities to work with technology instead of bureaucracy

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IT5110	SALARIES - PERMANENT	$0	$228,744	$0	$228,744	$0
IT5111	ADDITIONAL SALARIES	$198,960	$0	$0	$0	$228,744
IT5160	FRINGE BENEFITS	$0	$70,826	$0	$70,826	$0
IT5161	ADDITIONAL FRINGE BENEFITS	$60,834	$0	$0	$0	$70,826
IT5310	IT SOFTWARE AND SUPPLIES	$126,500	$153,500	$0	$153,500	$153,500
IT5510	IT EQUIPMENT UNDER $5000	$97,356	$97,356	$0	$97,356	$97,356
IT6010	IT DATA PROCESSING	$129,917	$129,917	$37,771	$167,688	$167,688
IT6020	IT COMMUNICATIONS	$103,377	$103,677	$3,508	$107,185	$107,185
IT6030	IT CONTRACT SERVICES & REPAIRS	$16,445	$16,445	$0	$16,445	$16,445
IT6930	IT EQUIPMENT OVER $5000	$30,000	$45,000	$0	$45,000	$45,000
	Total Budget:	**$763,389**	**$845,465**	**$41,279**	**$886,744**	**$886,744**
001	STATE GENERAL FUND	$763,389	$845,465	$41,279	$886,744	$886,744
	Total Funding:	**$763,389**	**$845,465**	**$41,279**	**$886,744**	**$886,744**

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Agency IT Plan Contact Data
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Review of Agency's IT Architecture
Please view the spreadsheet at the end of this report.   Thanks Russ Buchholz

Planned Infrastructure Activities and Changes
Please view the document at the end of this report. Thanks Russ Buchholz

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.
Rate increases with: ConnectND, ITD to include Application and Server Hosting, Programming and Analyst Cost increase on an average of 15% to 30% overall. Increase in electronic storage requirements (EDMS, FileNet, Aerial Photogrammetry), and moving from a port charge system to a Technology Fee ($30.75 to $43.50), which is approximately a 31% increase, which this state agency will incur.

2. Total number of desktop computers: 604
   Number of desktops for which you are requesting replacement funding: 340
   Average replacement cost/desktop: 1,200

3. Total number of laptop computers: 405
    Number of laptops for which you are requesting replacement funding: 103
    Average replacement cost/laptop: 2,000
What state planning region are these desktop/laptop computers located?
Region 1   49 **2**   46 **3**   48 **4**   54 **5**   65 **6**   46 **7**   711 **8**   39

4. What percentage of these pcs are running the following operating systems:
            (total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:
None

IT Asset Management Plan

IT Asset Management Plan

NDDOT being a participating and active member of Enterprise Architecture governance has adopted the recommendations and follows Enterprise Architecture standards (G003-02) for PC Life Cycle Management Guideline to maintain a 4 year replacement cycle for computer hardware equipment. Computer equipment is procured from a contract that includes statewide standardized equipment. In-house resources will be used for all phases of procurement, setup/installation and final testing. This is a part of normal operating expenses and is entered into our base operating expense in the biennium budget.   A written computer and printer replacement plan is in place for the standard replacement cycle, it includes budget dollars and support personnel.   FrontRange Information Technology Service Management (ITSM) tools are used to capture h/w s/w inventory. ITSM has s/w discovery tools to capture the s/w loaded on each system to maintain license compliance with contractual agreements.

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Costs –
Base Cost - $2,970,656
Licensing $725,797 with an estimated increase of $162,507

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IT5110	SALARIES - PERMANENT	$0	$2,323,248	$0	$2,323,248	$0
IT5111	ADDITIONAL SALARIES	$2,834,746	$0	$0	$0	$0
IT5130	TEMP SALARIES	$0	$78,646	$0	$78,646	$0
IT5140	OVERTIME	$0	$23,228	$0	$23,228	$0
IT5160	FRINGE BENEFITS	$0	$726,098	$0	$726,098	$0
IT5310	IT SOFTWARE AND SUPPLIES	$956,434	$1,142,741	$0	$1,142,741	$1,155,000
IT5510	IT EQUIPMENT UNDER $5000	$1,030,822	$1,024,322	$0	$1,024,322	$1,028,000
IT6010	IT DATA PROCESSING	$5,379,176	$5,414,386	$3,123,371	$8,537,757	$8,523,000
IT6020	IT COMMUNICATIONS	$1,130,091	$1,146,188	$0	$1,146,188	$1,192,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$1,657,066	$1,582,466	$391,042	$1,973,508	$2,485,000
IT6930	IT EQUIPMENT OVER $5000	$389,897	$275,806	$0	$275,806	$0
	Total Budget:	**$13,378,232**	**$13,737,129**	**$3,514,413**	**$17,251,542**	**$14,383,000**
200	HIGHWAY FUND - 200	$11,672,967	$11,745,712	$3,514,413	$15,260,125	$12,338,000
201	MOTOR VEHICLE OPERATING - 201	$1,402,995	$1,679,099	$0	$1,679,099	$1,810,000
700	FLEET SERVICES FUND - 700	$302,270	$312,318	$0	$312,318	$235,000
	Total Funding:	**$13,378,232**	**$13,737,129**	**$3,514,413**	**$17,251,542**	**$14,383,000**

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Agency Priority - 1   **Project Type:** Major enhancement/upgrade

Project description
Initiation of the four year project to rewrite the Driver License master Systems (DL1 & DL3). The current systems are written in ADABAS and are becoming increasingly more difficult to maintain as technology is moving into Web based applications and relational databases. The system, by nature, requires high maitenance due to the impact of frequent legislature changes (both State and Federal) and administrative requirements.

Briefly describe the business need or problem driving the proposed project.
The DL3 has been earmarked as a priority system by the Information Technology Dept and the Dept of Transportation for replacement due to the complexity, application requirements and the network interfaces needed. As technology progresses, we are losing the programming resources needed to support the application and the cost of maintenance continues to increase. ITD has announced that they intend to phase out ADABAS within the next five to ten years.

Describe how the project is consistent with the organizations mission.
Driver safety is a primary concern of the Department.

Describe the anticipated benefits of the project and who will derive the benefits.
The system will be rewritten using the latest technology, a relational database and the ability of the division to manage many of their own legislative changes and driver maintenance requirements.

Describe the impact of not implementing the project.
At some point in the not to distant future we will no longer have the resources available to maintain the application internally and the cost of maintenance will become cost prohibitive.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
The system is extremely complex, so highly skilled resources will have to be allocated to insure a successful project completion. The existing system will also need to be maintained until the completed project is fully implemented.

Describe the additional costs?
The total cost of the project is estimated to be $15, 291,200.00. This cost would be over two bienniums. (based on responses to the Request for Information issued on November 28, 2007. Estimated ran from $12 million to $20 million dollars.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

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Additional Costs? - $0
Optional Project Costs -
Total Project Cost? -   **$0**
Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?
None.

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IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$7,500,000	$7,500,000	$7,500,000
	Total Budget:	**$0**	**$0**	**$7,500,000**	**$7,500,000**	**$7,500,000**
200	HIGHWAY FUND - 200	$0	$0	$7,500,000	$7,500,000	$7,500,000
	Total Funding:	**$0**	**$0**	**$7,500,000**	**$7,500,000**	**$7,500,000**

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Agency Priority - 3   **Project Type:** Major enhancement/upgrade

Project description
The current contract with ITI Technology expires in 2010 and an Request For Proposal (RFP) wil need to be issued in 2009 for a replacement.

Briefly describe the business need or problem driving the proposed project.
Required in order to send registration cards and tabs to the public. Alternative solutions could be using 8 x 11 1/2 format instead of card stock.

Describe how the project is consistent with the organizations mission.
Registration dollars provide the funds needed to maintain our highway infrastructure.

Describe the anticipated benefits of the project and who will derive the benefits.
New technology to provide better service to the public. Moving toward more user friendly web based applications to meet the public needs when ordering.

Describe the impact of not implementing the project.
Unable to issue registration confirmations.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
The different processes will create a learning curve for the branch office and the DOT mailroom personnel.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -   **$0**
Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?
Cost based on a registration card issuance of $.40 but will not be confirmed until responses are received from vendors.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6010	IT DATA PROCESSING	$0	$6,000		$6,000	$0
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$360,000		$360,000	$360,000
	Total Budget:	**$0**	**$366,000**		**$366,000**	**$360,000**
201	MOTOR VEHICLE OPERATING - 201	$0	$366,000		$366,000	$360,000
	Total Funding:	**$0**	**$366,000**		**$366,000**	**$360,000**

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Agency Priority - 6 **Project Type:** Ongoing initiative

Project description
We would like to provide FileNet access to all users, including the 350 section employees. This would allow us to create forms electronically and have the ability to route to anyone in the DOT.

Briefly describe the business need or problem driving the proposed project.
As we upgrade forms from Omni form to another solution, quite often FileNet eForms is the tool of choice so we can do workflow and add documents directly in FileNet BPM. Because section employees cannot access FileNet we are limited to using this solution for forms only used in the Central Office and the main District offices.

Describe how the project is consistent with the organizations mission.
The NDDOT is in charge of providing a transportation system that safely moves people and goods. IT plays an integral part with the department to fulfill its mission.

Describe the anticipated benefits of the project and who will derive the benefits.
Streamline business processes using BPM workflow for electronic forms department wide. Easier sharing of forms and form data with Districts and Sections.

Describe the impact of not implementing the project.
Since Omniforms is no longer a supported application we will continue to redesign forms in alternative solutions. We will be forced to revert back to paper processes for forms that are used in the sections since there is no other electronic form tool that allows for workflow throughout the department.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
Higher cost for FileNet.

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? - $0
Tot Proj Costs + Optionals - $0

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What additional expenditures are being paid out of non-appropriated funds?

$193,200 is for monthly FileNet fee ($23 x 350 section employees x 24 months).

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IT6010	IT DATA PROCESSING	$0	$193,200		$193,200	$193,200
	Total Budget:	**$0**	**$193,200**		**$193,200**	**$193,200**
200	HIGHWAY FUND - 200	$0	$193,200		$193,200	$193,200
	Total Funding:	**$0**	**$193,200**		**$193,200**	**$193,200**

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Project: 249 Asset Management Connection Software

Agency Priority - 2   **Project Type:** New initiative

Project description

The North Dakota Department of Transportation has been performing pavement analysis for the past twelve plus years. We are currently utilizing two applications to carry out the analysis, dTIMS and PONTIS. The majority of our roadway data resides and is maintained thru a mainframe solution. The dTIMS software was upgraded to dTIMS CT Enterprise within the last year. PONTIS is currently only available as a desktop version.

Briefly describe the business need or problem driving the proposed project.

To combine all the roadway data and pavement analysis data into one usable system to provide management with the reports and misc. tools to make informed decisions and track DOT assets. In the future, we anticipate this being a Federal requirement.

Describe how the project is consistent with the organizations mission.

The mission of the DOT is to provide a transportation system that safely moves people and goods (safe roadways).

Describe the anticipated benefits of the project and who will derive the benefits.

1. Creation of reports accessible throughout the DOT, 2. Performance curve recommendations. 3. Varying levels of reports based on levels of management - (a) Upper Management Reports, (b) District Reports, (c) Reports can be exported into an Excel spreadsheet and most likely as a PDF document, (d) Ability to create reports in a PDF format. 4. GIS reporting and display capabilities

Describe the impact of not implementing the project.

Inefficiency of having to use multiple systems to pull information to best place dollars to better our transportation system.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

None

Describe the additional costs?

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? -

Optional Project Costs - $0

Total Project Cost? -   **$0**

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Tot Proj Costs + Optionals - $0

What additional expenditures are being paid out of non-appropriated funds?
None - The NDDOT needs to be able to do analysis of data in payments, bridges and roadway inventory. To introduce the concepts of Asset Analysis capabilities. Asset reports from pavement, bridge and roadway information. Method to review the results (reports, GIS, spreadsheets).

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IT6010	IT DATA PROCESSING	$1,000,000	$28,000		$28,000	$81,120
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$475,000		$475,000	$0
	Total Budget:	**$1,000,000**	**$503,000**		**$503,000**	**$81,120**
200	HIGHWAY FUND - 200	$1,000,000	$503,000		$503,000	$81,120
	Total Funding:	**$1,000,000**	**$503,000**		**$503,000**	**$81,120**

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Agency Priority - 5   **Project Type:** Major enhancement/upgrade

Project description
Need to re-write PIQ to be able to remove it from Lotus Notes due to the implementation of PeopleSoft. PeopleSoft does not have a module to replace this HR position requirement.

Briefly describe the business need or problem driving the proposed project.
We need to move PIQ of Lotus Notes so that we can remove Lotus Notes and eliminate the Licensing costs that are associated with it. It would be nice to have one application that would be used across state agencies.

Describe how the project is consistent with the organizations mission.
The NDDOT is in charge of providing a transportation system that safely moves people and goods. IT plays an integral part with the department to fulfill its mission.

Describe the anticipated benefits of the project and who will derive the benefits.
With our goal of moving off and eliminating Lotus Notes, this would be one more step in that direction. Enhancements to the current application. Web bassed application.

Describe the impact of not implementing the project.
We would continue to pay Lotus Notes Licensing fees as well as Microsoft Outllook fees. The additional cost of keeping Lotus Notes is $33,718 per biennium.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
None.

Describe the additional costs?
The additional cost of keeping Lotus Notes per biennium.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs -
Total Project Cost? -   **$0**
Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?

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Estimates are based on ITD's proposed 09/11 rates.

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IT6010	IT DATA PROCESSING	$0	$235,537		$235,537	$0
	Total Budget:	**$0**	**$235,537**		**$235,537**	**$0**
200	HIGHWAY FUND - 200	$0	$235,537		$235,537	$0
	Total Funding:	**$0**	**$235,537**		**$235,537**	**$0**